



# NORTH AURORA POLICE DEPT.

## ENTRY-LEVEL APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER



NAME: \_\_\_\_\_  

(LAST)
(FIRST)
(MIDDLE)

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_      DATE OF BIRTH: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_  
 (INCLUDING AREA CODE)

OTHER PHONE: \_\_\_\_\_  
 (INCLUDING AREA CODE)

**Please complete this page and all waiver pages (p. 2-4) and return them at the mandatory orientation. Be sure to bring your drivers license to prove your identity at each stage of testing. Please keep pages 5-8 for your reference.**

**Additional copies of this application are available at the front desk of the North Aurora Police Department or online at:**

<https://northaurora.org/departments/police-department/police-department-employment/entry-level-police-officer/>

***Applicants who complete the written test will need to complete a comprehensive background investigation packet which must be returned within 14 days. Instructions will be provided as you leave the written test.***

**A \$40.00 non-refundable administrative fee will be due from each applicant when he/she arrives for testing on Saturday, March 26, 2022 at 8:00 a.m.**

**Cash or checks payable to the *Village of North Aurora* will be accepted. (Only those who choose to take the test will pay the fee, payable on Saturday morning.)**

**Police Commission  
North Aurora, Illinois**

**RULES AND REGULATIONS AGREEMENT**

I hereby agree to abide by all rules and regulations of the Police Commission of North Aurora, Illinois during and after all examination programs. I further agree to abide by all rules and regulations of the North Aurora Police Department should I be appointed in due course of time. I understand the aforementioned rules are available for me to review at the North Aurora Police Department.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**TEST RESULT WAIVER**

I, the undersigned, fully understand and agree that all tests and the results thereof become the property of the North Aurora Police Commission. I further understand and acknowledge that all said testing material and the results thereof are not subject for my review.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Applicant must sign form where requested and return with the application packet.**

**Police Commission  
North Aurora, Illinois**

**DRUG TESTING CONSENT**

I, the undersigned applicant for the position of Police Officer for North Aurora, acknowledge that I have been advised that as part of the medical examination for application to the North Aurora Police Department I may be given a test to detect the presence or absence of habit forming drugs including but not limited to marijuana, cocaine and heroin.

I acknowledge that the results of the test will be considered by the North Aurora Police Commission in its evaluation for my application and hereby consent both to the testing and such use of the results as may be necessary in the evaluation of my application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**PHYSICAL ABILITY LIABILITY RELEASE**

The undersigned recognizing that the Physical Ability Test is an integral part of the examination for Police Officer in the Village of North Aurora, Illinois, hereby releases, remises and discharges the Village of North Aurora, Illinois, a municipal corporation, the North Aurora Police Commission, West Aurora School District #129, C.O.P.S. Testing Service, Inc contracted to conduct the test, and all of their officers, servants, agents and employees of and from any and all injuries, losses and damages to my person shall have been caused, or may at any time arise as the result of certain Police Officer examinations conducted by the Police Commission of said North Aurora, Illinois. The intention hereof being to completely, absolutely, and finally release said Village of North Aurora, Illinois, the Police Commission, West Aurora School District #129, C.O.P.S. Testing Service, Inc, and all of their officers, servants, agents and employees of and from any and all liability arising wholly or in part from the cause aforesaid.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**Applicant must sign and return this form with the application packet.**

**Police Commission - North Aurora, Illinois**

**PSYCHOLOGICAL EVALUATION CONSENT**

I, the undersigned applicant for the position of Police Officer for North Aurora, understand that I must participate in a psychological evaluation as part of my assessment for hire by the North Aurora Police Department.

I acknowledge that the results of the test will be considered by the North Aurora Police Commission in its evaluation for my application and hereby consent both to the testing and such use of the results as may be necessary in the evaluation of my application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**POLYGRAPH EXAMINATION CONSENT**

I, the undersigned, fully understand that part of the application process for Police Officer for North Aurora requires the taking of a polygraph examination. This examination may cover the following areas:

Theft from a previous place of employment. Buying or selling stolen property. Commission of any serious crime. Shoplifting. Work and medical history. Use of alcoholic beverages. Use or sale of illegal drugs. Driving record. Pay or receive bribes or kickbacks. Use of excessive force against another person.

I acknowledge that the results of the test will be considered by the North Aurora Police Commission in its evaluation of my application and hereby consent both to the testing and such use of the results as may be necessary in the evaluation of my application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Applicant must sign and return this form with the application packet.**

Thank you for requesting an application for the position of Police Officer with the Village of North Aurora. The following are the required qualifications to become a police officer:

- Age of 21 at time of appointment
- Under 35 years of age at time of application (per the Illinois Municipal Code 65 ILCS 5/10-2.1-6(a)) except in the following cases:
  - Any person previously employed as a police officer in a regularly constituted police department of any municipality (no age limitation)—per 65 ILCS 5/10-2.1-6(d)
  - Applicants who are 20 years of age and who have successfully completed 2 years of law enforcement studies at an accredited college or university—per 65 ILCS 5/10-2.1-6(e).
  - Any person who has served as an auxiliary police officer under section 3.1-30-20 for at least 5 years and is currently under 40 years old
  - Any person who has served as a deputy under section 3-6008 of the Counties Code and otherwise meets necessary training requirements
- No felony convictions or convictions of a crime involving moral turpitude
- Citizen of the United States of America.
- Proof of a high school diploma or equivalent.
- Have a valid Illinois driver's license.

The applicant must further be able to meet specified requirements on the following:

- Mandatory Orientation meeting
- Written Entrance Examination
- Oral Interview

Upon successful completion of the above, applicant must pass:

- Fingerprinting, Background, and Reference check
- Polygraph examination
- Psychological assessment
- Drug Testing
- Comprehensive Medical Evaluation

Upon appointment, successfully:

- Pass the Illinois P.O.W.E.R. physical ability test at the police academy. Go to <https://www.ptb.illinois.gov/media/1320/power.pdf> for more information
- Attend and graduate from police academy
- Complete a one-year probationary period.

## Testing Dates and Locations

**\*\* Applicants are required to present a valid drivers license at each stage of the testing process.\*\***

- Applications available beginning: Wednesday, January 26, 2022  
North Aurora Police Department  
200 S. Lincolnway, North Aurora, IL  
or, on the web at <http://www.northaurora.org/departments/police/employment.aspx>

**\*\* Applications are to be returned at the Mandatory Orientation meeting. \*\***

- Mandatory Orientation Friday, March 25, 2022 at 7:00 p.m.  
Jewel Middle School  
1501 Waterford Rd., North Aurora, IL  
Applicants are encouraged to bring a spouse or close relative to the orientation.

**\*\* Applicant must bring completed application. \*\***

- Written Entrance Examination Saturday, March 26, 2022 at 8:00 a.m.  
Jewel Middle School  
1501 Waterford Rd., North Aurora, IL

**\*\* There will be no POWER test. Because the POWER test remains a requirement for entry into the police academy, you MUST pass the POWER test on the first day of the police academy. Those who fail are removed from the academy and eliminated from consideration.**

Testing conducted by the North Aurora Police Commission and C.O.P.S. Testing Service  
**The Village of North Aurora is an Equal Opportunity Employer.**

www.northaurora.org

**NORTH AURORA POLICE DEPARTMENT**  
JOB DESCRIPTION FOR THE POSITION OF  
POLICE OFFICER

The work of this class involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances. Duties normally consist of routine patrol, preliminary investigation, and traffic regulation. All police officers must certify as Breathalyzer operators. Police officers also may be assigned duties as investigators, evidence technicians, accident investigators, arson investigators, youth officers, DARE officers, crime prevention officers, field-training officers, firearms instructors and bomb specialists. Work involves an element of personal danger. The employee must be able to exercise sound independent judgment under stress. Assignments may include work on special tasks that call upon specialized abilities and knowledge possessed by the employee. Work assignments are general, and specific instructions are received from a supervisor who reviews work methods and results through reports, personal inspection, and discussion.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

**Crime Prevention**

- Patrols assigned area.
- Observes for criminal activity, safety hazards, traffic violations, persons needing assistance and the like.
- Becomes and remains familiar with patrol beats, geographic locations, known offenders, neighborhood routines and potential problem areas.
- Conducts security inspections and surveys of buildings and other locations. Make recommendations regarding security, etc....
- Make presentations to groups and individuals on subjects related to the job's tasks and functions.

**Criminal Investigation and Apprehension**

- Handles complaints filed by citizens.
- Observes for, detects and investigates violations of laws and ordinances. Documents and investigates reported violations.
- Conducts interviews and interrogations of victims, witnesses, suspects, offenders, and other persons.
- Conducts preliminary and follow-up investigations.
- Identifies, collects, processes, packages and logs physical evidence.
- Collects information and either acts upon it if within the scope of his authority or routes it to the proper authority or agency.
- Searches persons, vehicles, places, and other items.
- Identifies and arrests offenders, including subduing resistive arrestees.
- Books, guards, escorts, and transports prisoners.
- Prepares and serves criminal complaints, arrest warrants, search warrants and other court documents.
- Prepares cases for trial.
- Appears and testifies in court, at coroner's inquests, at deposition sessions and at similar proceedings.
- **Traffic**
- Engages in traffic and parking law enforcement, including Driving under the Influence detection and apprehension.
- Controls, regulates and directs traffic, vehicular and pedestrian.
- Investigates traffic accidents, including protecting the scene, aiding the injured, controlling traffic, clearing the scene, determining the cause, and preparing reports and diagrams.
- Assists disabled motorists

**Juveniles**

- Deals with all ages of children in a variety of situations, such as delinquents, minors requiring authoritative intervention, neglected, abused, runaways, lost, found, victims of crimes, public relations and instructional functions, and informants.

**Miscellaneous Maintenance of Order**

- Deals with domestic disputes and other interpersonal and business conflicts.
- Observes for, recognizes and corrects or reports public hazards and inconveniences, such as gas leaks, traffic signals out of service, traffic obstructions, and other safety hazards.
- Responds to requests for ambulance/fire service and assists as needed.
- Administers first aid, including CPR, to sick and injured persons.
- Investigates incidents involving dead persons resulting from criminal, accidental, suicidal and natural causes, including determination of the circumstances and handling/removal of bodies and dealing with family, relatives, friends, witnesses, etc....
- Investigates reports of lost and found properties.
- Investigates reports of missing and found persons.
- Investigates animal complaints, including apprehension and transport of stray or vicious animals.
- Directs and/or supervises others (civilian and public employees) at the scene of crimes, accidents, disasters, assemblies, etc....

- Generally assists persons in distress.

#### **Organizational Support**

- May perform desk duties, including telecommunications (telephone, computer terminal, and radio). Assists persons at the front counter. Processes and files reports.
- Conducts background investigations.
- Attends training as assigned.
- Develops and maintains required skills and licenses/permits/certifications associated with areas of special instruction, expertise, etc. For example: Firearms Qualification, Master Firearms Instructor Certification, Breath Test Operator Certification, CPR, Evidence Technician, Accident Investigator, Juvenile Law, Criminal investigations, DARE Instruction and Crime Prevention.
- Trains new officers, the reserve officer, prisoner monitors, interns, and other employees in areas of special skills or expertise.
- Prepares clear, accurate and complete reports, logs, and documents on any and all activities engaged in.

#### **Scheduling**

- The position involves regular and irregular shift work and shift rotations necessary to provide police services 24 hours/day, 7 days/week, 52 weeks/year, weekends, and holidays included. Work shifts are normally 8 hours in duration, but may be extended in the event of emergency, disaster, manpower shortage, workload, or work-in-progress.

#### **Environmental Factors**

The position involves exposure to, and requires the employee to function in, the presence of:

- Weather conditions: all, including extreme, weather conditions.
- Lighting conditions: all, including extreme, lighting conditions, day and night, with and without artificial light available, indoors and outdoors.
- Fire, smoke, chemical leaks/spills: in close proximity as necessary to provide emergency services.
- Personal danger: including, but not limited to:
  - Armed and/or dangerous persons/animals.
  - Persons and/or articles with contagious/communicable diseases.
  - Hazards associated with emergency driving, traffic control, and working in and around traffic.
  - Hazards associated with natural and man-made disasters.

#### **Equipment**

The position requires the ability to operate the following equipment:

- Motor vehicles: reasonably and safely under routine and emergency conditions, sometimes for lengthy periods.
- Firearms: with demonstrated proficiency in the care and use of assigned/authorized weapons.
- Basic office equipment: including, but not limited to, typewriters, telephones, computer terminals, photocopy machines, FAX machines, calculators, etc....
- Writing implements and basic drawing templates: including the ability to write legible documents and produce simple diagrams.
- Basic tools and equipment necessary to perform job tasks and functions: including, but not limited to, speed detection radar, 2-way radios, first aid equipment, fire extinguishers, handcuffs and other personal restraint devices, flashlights, batons, chemical sprays, electronic stun devices and other simple weapons, helmets, standard police uniform, simple tools, such as pry bars, tape measures, etc., cameras and fingerprinting equipment, and fixed and mobile data terminals.

#### **Work characteristics of a police officer**

The position requires the employee to have and maintain:

Physical condition needed to:

- Effect arrests.
- Subdue resisting individuals.
- Chase fleeing suspects.
- Run to persons requiring emergency assistance.
- Lift and carry equipment and injured/deceased persons.
- Force entry into buildings.
- Climb flights of stairs/ladders.
- Walk, stand, or sit for long periods of time (including driving).
- Endure exposure to extreme weather and disease.
- Perform life-saving procedures (CPR, first aid, etc.).
- Communicate effectively, verbally, and non-verbally.
- Operate required equipment.
- Perform required job tasks and functions.
- Provide assistance to citizens and co-workers in distress, including, but not limited to, manually pushing stalled motor vehicles.

Effective audio-visual discrimination and perception needed to:

- Make observations.
- Read and write.



- Drive and operate equipment safely.

Ability needed to:

- Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action.
- Understand, interpret, and apply applicable Federal and State statutes, local ordinances, court decisions and Police Department and Village rules and policies.
- Understand and respond quickly and accurately to written and oral directions, instructions, inquiries, and requests.
- Work independently and effectively within the confines of standard operating procedures.
- Initiate appropriate interpersonal and intra- and inter-agency communications.
- Act quickly, calmly and decisively in emergencies and under stress.
- Handle situations firmly, courteously, tactfully, and impartially.
- Express oneself clearly and concisely, orally and in writing.
- Record information clearly and completely.
- Facilitate effective conflict arbitration/resolution.
- Maintain confidentiality in the performance of duties.
- Assimilate, retain, and effectively use geographic knowledge concerning the Village and the surrounding vicinity.

Emotional and psychological stability needed to:

- Accept constructive criticism in a mature fashion.
- Effectively communicate and interact positively with fellow employees and citizens.
- Tolerate stress.
- Function effectively under stress.
- Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

Nothing in this Section shall be construed as limiting the authority of the Chief of Police, who, by the organizational chart of the police department is the superior of a police officer, from assigning such functions and responsibilities as are necessary to establish and maintain maximum Departmental efficiency and effectiveness.