

**HIRING PROCESS  
POLICE OFFICER  
QUINCY, ILLINOIS**

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Applicants must meet the following qualifications:

1. **CITIZENSHIP:** Must be a United States Citizen. If not of resident of Adams County, applicant must agree to move to and live within the boundaries of Adams County within 6 months after appointment.
2. **EDUCATION:** High School diploma or equivalent is required. Associates Degree Preferred.
3. **AGE:** Not less than 20 ½ years, nor more than 34 years at time of testing. No upper age restrictions for lateral entry applicants. Military veterans shall be allowed to exceed the maximum age provision by the number of years served on active military duty, but by no more than 10 years.
4. **TESTING:**
  - Step 1:** All non-lateral entry applicants must pass the written examination with a score of 70% or higher and complete a physical agility demonstration.
  - Step 2:** All lateral entry applicants, as well as those applicants successfully completing Step 1, must pass an interview and a background investigation.
  - Step 3:** Prior to being hired, all applicants must successfully complete the following tests: psychological, polygraph, medical examination, drug screening.

- LATERAL ENTRY:** Lateral entry applicants are those individuals that are currently employed as a full-time law enforcement officer with another law enforcement agency and:
- Have a minimum of two years' experience in law enforcement.
  - Have successfully completed a probationary period with their current agency.
  - Prior to being hired, all applicants must successfully complete the following tests: psychological, polygraph, medical examination, drug screening.

**STARTING SALARY\***

**\$53,967.96 - \$55,856.83 with educational incentives**

**Lateral Entry \$67,146.66 - \$69,496.79**

**(Labor agreement is currently being negotiated; salary will be adjusted with approval of new contract)**

Plus, subsequent increases and benefits

The City of Quincy is an Equal Opportunity Employer. The Quincy Police Department is a Veteran's OJT Facility. **Women and minorities are encouraged to apply.** The Quincy Police Department has lateral entry for active full-time law enforcement officers. Starting salary for lateral entry officers will be based on the officer's level of experience up to 5 years.

Applications are available starting August 8, 2022 online at <http://www.quincyl.gov/employment>, at the Quincy Police Department, 530 Broadway, Quincy, IL 62301 anytime, or at Quincy City Hall, 730 Maine Street, Quincy, Illinois, 62301, from 8:30 a.m. to 4:30 p.m., Monday through Friday. The application must be returned to the Board of Fire and Police Commission, 730 Maine Street, Suite 123, Quincy, Illinois, 62301, no later than **4:30 p.m. on Friday, September 23, 2022.** The same pages can also be scanned and emailed to [fire&policeboard@quincyl.gov](mailto:fire&policeboard@quincyl.gov). If you have any questions, email the Fire and Police Commission at [fire&policeboard@quincyl.gov](mailto:fire&policeboard@quincyl.gov) or call the Quincy Police Department at 217-228-4470.

**Testing for non-lateral entry applicants will be on Saturday, October 1, 2022. The physical agility demonstration will begin at 9:00 a.m.** Applicants should report to Quincy University Health and Fitness Center, 1801 Oak Street. Please enter through the doors on the north side of the building. Parking is available in the lots on the east and west ends of the building. **The written test will be held at 1 p.m. at the Quincy Regional Training Facility, 18<sup>th</sup> and Seminary Road.** Parking is available on the east and west side of the building.

Applicants may order the "**Police Aptitude and Character Test, PACT Candidate Orientation Guide**" by clicking the following link: <https://www.fpsi.com/product/pact-orientation-guide>. The PACT Candidate Orientation Guide is a helpful tool to prepare for the exam and can be downloaded as a PDF file and saved or printed. Please read through the disclaimer on the order page in order to have a successful download. The guide cost is \$15. one-time use payment. Payments will be submitted through PayPal via an account or credit/debit card. Once payment is submitted, PayPal automatically redirects you back to the FPSI site where access to the download link will be located on the *Order Details-Checkout Status* page. Applicants must pay close attention to ALL instructions on both FPSI and PayPal's websites in order to access the instant download successfully.

**CITY OF QUINCY  
APPLICATION FOR EMPLOYMENT  
BOARD OF FIRE AND POLICE COMMISSION  
POLICE OFFICER  
2022**

DATE: \_\_\_\_\_

INSTRUCTIONS: This application must be filled out completely. If handwritten, print neatly and accurately – completed information **MUST** be easily read by others. All statements made in your application are subject to verification. Incorrect statements will bar or remove you from employment.

Last Name		First Name		Middle			
Mailing Address		City		State		Zip	
		Cell Phone		Work Phone			
Home Phone		Date of Birth		Email Address			

List any nicknames or aliases you have used or been known by

Are you a U.S. Citizen?    Yes            No

Have you ever been convicted of a felony?    Yes            No  
(\*As described in item #4 below)

Do you possess a valid driver's license?    Yes            No

Do you have a college degree?            Yes            No            4 year            2 year

Are you a veteran of the United States Military?    Yes            No

Are you a certified police officer with more than 2 years of active service time?    Yes            No

As an applicant, you agree to and understand the following:

1. The City of Quincy is an equal opportunity employer. Pursuant to law, discrimination because of race, color, religion, national origin, physical or mental handicap, or status as a disabled veteran or veteran of the Vietnam era is prohibited. If you believe you have been discriminated against, you are encouraged to contact the City's Human Resources Director or you may notify the appropriate federal or state agencies.
2. You must meet minimum/maximum age requirements of applicable laws.
3. Your eligibility for a City of Quincy Police pension is based on the requirements set forth by the Police Pension Board, the provisions of which will be provided to you upon your employment.
4. \*No record of conviction of a felony or misdemeanors as identified in the Illinois Police Training Act (50 ILCS 705 et seq.), or a crime involving moral turpitude.
5. Non-lateral entry candidates who attain a passing score of 70% or more on the written test will be scheduled for an interview with the Fire and Police Commissioners. The candidates chosen from the interviews will be placed on the department's pool of eligible candidates. Candidates on this list, as well as Lateral Entry candidates, will be required to complete a background investigation packet.
6. The City of Quincy shall conduct investigations, including verifications of prior employment history, criminal and driving records, education and personal and business references. By signing the application, you indicate your awareness that false statements or failure to disclose information may be sufficient to disqualify you for employment, or if employed, may result in your dismissal.
7. The Board of Fire and Police Commission of the City of Quincy reserves the right to conduct such additional testing as it sees fit to qualify applicants for employment.

#### CERTIFICATION OF APPLICATION

I hereby certify that there are no misrepresentations in or falsifications of these statements and answers to questions. I am aware that should investigations disclose such, my application will be disqualified, my name removed from all eligible lists, and my applications for future positions will not be accepted. I am also aware that falsification of this application or any accompanying data may result in my dismissal from any position with the City of Quincy. I understand that acceptance of employment does not create a contractual obligation upon the City to continue to employ me in the future.

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Signature

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Date