



# MARQUETTE HEIGHTS POLICE DEPARTMENT

TYPE OR PRINT - USE BLACK INK  
**APPLICATION FOR EMPLOYMENT**  
 (PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

## PERSONAL INFORMATION

			DATE
NAME		SOCIAL SECURITY NUMBER	
LAST	FIRST	MIDDLE	
PRESENT ADDRESS			
STREET	CITY	STATE	
PERMANENT ADDRESS			
STREET	CITY	STATE	
PHONE NO.			

LAST

FIRST

MIDDLE

## SPECIAL QUESTIONS

DO NOT ANSWER **ANY** OF THE QUESTIONS IN THIS FRAMED AREA UNLESS THE EMPLOYER HAS **CHECKED A BOX PRECEDING** A QUESTION, THEREBY INDICATING THAT THE INFORMATION IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.

- Height \_\_\_\_\_ feet \_\_\_\_\_ inches
  - Weight \_\_\_\_\_ lbs.
  - What Foreign Languages do you speak fluently? \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Citizen of U.S. \_\_\_\_ Yes \_\_\_\_ No
  - Date of Birth\* \_\_\_\_\_

## EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW?	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO. OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

## GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

U.S. MILITARY OR NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

**FORMER EMPLOYERS** (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

**REFERENCES:** GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

**PHYSICAL RECORD:**

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED?  Yes  No

PLEASE DESCRIBE:

IN CASE OF  
EMERGENCY NOTIFY

NAME

ADDRESS

PHONE NO

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE."

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY

DATE

HIRED:  Yes  No

POSITION

DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED: 1.

2.

3.

EMPLOYMENT MANAGER

DEPT. HEAD

GENERAL MANAGER







The following section must be completed before a Notary Public.

MARQUETTE HEIGHTS POLICE DEPARTMENT

715 LINCOLN ROAD

MARQUETTE HEIGHTS, ILLINOIS

OATH AND STATEMENT OF CANDIDATE FOR

POSITION OF PATROLMAN

UNITED STATES OF AMERICA)  
STATE OF ILLINOIS) SS.

I, \_\_\_\_\_ do swear that I am a citizen of the United States and the State of Illinois, that I am not affiliated directly or indirectly with a communist organization or any communist front organization, or any foreign political agency, party, organization or government which advocates the overthrow of constitutional government by force or other means not permitted under the Constitution of the United States or the constitution of this State; that I do not directly or indirectly teach or advocate the overthrow of the government of the United States or of this State of any unlawful change in the form of the governments thereof by force or any unlawful means.

Subscribed and sworn to by me this \_\_\_\_\_ day of \_\_\_\_\_  
A.D. 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**MARQUETTE HEIGHTS  
POLICE DEPARTMENT**

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715 LINCOLN ROAD • MARQUETTE HEIGHTS, ILLINOIS • 61554

RELEASE AUTHORIZATION

I, \_\_\_\_\_,  
hereby authorize the release of any Military, Employment or  
School Records or Transcripts to the Chief of Police, Marquette  
Heights, Illinois or his authorized representative.

I further authorize the Marquette Heights Chief of Police, or  
his authorized representative, to investigate my character  
and background and solicit any information which might be used  
in evaluation of my employment potential with the Marquette  
Heights Police Department. I also authorize investigation of  
all statements made in my application for employment with  
the Marquette Heights Police Department.

In making such authorization, I release both the contributor  
and the City of Marquette Heights from all liability for any  
damage whatsoever arising therefrom, and I release both agents  
of the contributor and agents of the City of Marquette Heights  
from all liability for any damage whatsoever arising therefrom.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Witness

CITY OF MARQUETTE HEIGHTS  
JOB DESCRIPTION

TITLE: PATROLMAN

DISTINGUISHING FEATURES OF WORK:

Under general supervision, patrols assigned area in a radio-equipped police vehicle to enforce laws and protect life and property; detects criminal activities, apprehends suspected law violators, and assists in preparing legal documents necessary for prosecution of court cases.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Patrols, in a radio-equipped police vehicle, an assigned area to preserve law and order and to prevent or discover the commission of crimes, etc.; makes arrest when violations of laws are observed.
2. Enforces traffic laws through visual observation and radar patrol; issues written and/ or oral warnings or citations to observed offenders.
3. Interrogates victims of, and witnesses to, traffic accidents and other crimes in area of assignment; prepares statements, exhibits, reports, and other pertinent information; appears as a witness in court when called upon.
4. Assists citizens within area of assignment in wide variety of ways, i.e., renders first aid to accident victims before arrival of ambulance, gives directions upon request, etc.



## PATROLMAN (continued)

5. Respond to requests for assistance, in civil and domestic disturbances, received over 2-way radio communications equipment installed in vehicle; determines nature of the situation through visual observation and interrogation of witnesses; acts to resolve immediate situation or problem.
6. Completes all required reports of activities; reports needed for maintenance or repair of assigned vehicle and other equipment.
7. Performs other duties as required or assigned.

### REQUIREMENTS:

#### Education

Requires skills, knowledge, and mental development equivalent to completion of four (4) years high school, or comparable education, training, and/or experience.

#### Experience

Requires no specific previous experience.

Requires possession of a valid Illinois Operator's license, issued by the Secretary of State.

#### Significant Responsibilities

Requires ability to establish and maintain effective working relationships with other law enforcement agencies at all levels, other staff of the City organization, and the general public.

## PATROLMAN (Continued)

Requires ability to maintain records and prepare clear and concise pertinent reports of activities.

Requires ability to move individuals under security conditions.

Requires ability to enforce laws and statutes with firmness and tact.

Requires ability to think, act, and react quickly and effectively in emergency stress situations.

Requires ability to drive a police vehicle, operate mobile 2-way radio communications equipment, and handcuffs.

Requires ability to pass a physical, mental, and/or other examinations as required by the City Council for Patrolmen of Marquette Heights.

Requires skill in the care and use of firearms and other equipment.

## Illinois Law Enforcement Training and Standards Board



### Preface

The Illinois Law Enforcement Training and Standards Board, in recognizing the importance of physical fitness status for academy performance (and eventual job performance), has established the **Peace Officer Wellness Evaluation Report (POWER)** test for entering any of the Illinois certified police academies.

The POWER test will be provided to all candidates prior to entering the academy to see if each individual meets the standards. These fitness entrance requirements help to ensure that each recruit can undergo both the physical and academic demands of an academy without undue risk of injury and with a level of fatigue tolerance to meet all academy requirements. If the applicant does not meet all the standards, the recruit will not be allowed to enter the academy.

In an effort to brief police administrators and police applicants, this pamphlet will provide information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the POWER test. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process. Any questions you may have about these standards should be directed to the Board's Office at (217) 782-4540.

Brent Fischer  
Executive Director

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## What Is Physical Fitness?

Physical fitness is a health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity or cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that the low strength levels have a bearing on upper torso and lower back disorders.
- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

## Why Is Fitness Important as a Job-Related Element for Law Enforcement Officers?

- It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders, and obesity. Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain which can *minimize the "known" health risks* for law enforcement officers.

Physical fitness has been demonstrated to be a bona fide occupational qualification (BFOQ). Job analysis that account for physical fitness have demonstrated that fitness areas are underlying factors determining the physiological *readiness* to perform a variety of *critical* physical tasks. These three fitness areas have also been shown to be predicative of job performance ratings, sick time, and number of commendations of police officers. Data also shows that the fitness level is predicative of *trainability* and academy performance.

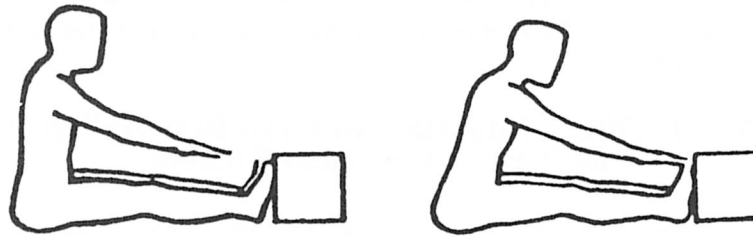
- Physical fitness can be an important area for minimizing *liability*. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the *risk of not performing physical duties* is increased.

## How Will Physical Fitness Be Measured?

The POWER test consists of four basic tests. Each test is a scientifically valid test. It is recommended that five minutes of static stretching, using techniques approved by the Board, be completed prior to each test. A five minute rest is recommended between each test with a fifteen minute rest before the 1.5 mile run. The tests will be given in the following sequence with a rest period between each test.

### 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 also important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position. *The score is in the inches reached on a yard stick.*



### 2. 1 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 and is also an important area for maintaining good posture and minimizing lower back problems. *The score is in the number of bent leg sit-ups performed in one minute.*



## What Are the Standards?

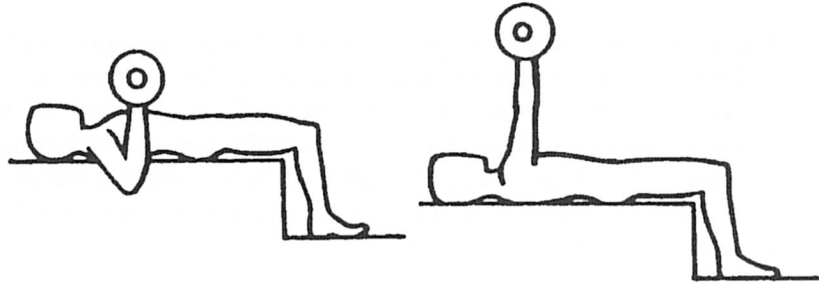
- The actual performance requirement for each test is based upon norms for a national population sample.
- The applicant must pass every test.
- The required performance to pass each test is based upon age (decade) and sex. While the absolute performance is different for the eight categories, the relative level of effort is identical for each age and sex group. All recruits are being required to meet the same percentile range in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximates the 40th percentile for each age and sex group.

### POWER CHART

TEST	MALE				FEMALE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
<b>Sit and Reach</b>	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
<b>1 Minute Sit-Up</b>	37	34	28	23	31	24	19	13
<b>Maximum Bench Press Ratio</b>	.98	.87	.79	.70	.58	.52	.49	.43
<b>1.5 Mile Run</b>	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

**3. 1 Repetition Maximum Bench Press**

This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength. *The score is a ratio of weight pushed divided by body weight.*



**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 Does One Prepare for the Power Test?

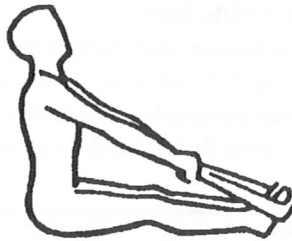
### 1. Preparing for the Sit and Reach Test

Performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises.

**Sit and Reach.** Do 5 repetitions of this exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.



**Towel Stretch.** Sit on the ground with the legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.



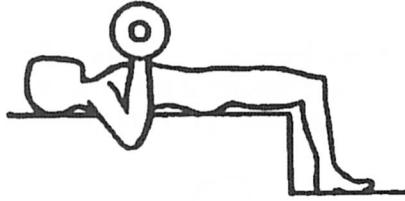
### 2. Preparing for the Sit-Up Test

The progressive routine is to do as many bent leg sit-ups (hands behind the head) as possible in 1 minute. At least three times a week, do three sets (three groups of the number of repetitions one did in 1 minute).



### 3. Preparing for the 1 Repetition Maximum Bench Press

If one has access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. One should be able to do 8-10 repetitions of that weight. Do three sets of 8-10 repetitions adding 2 ½ to 5 pounds every week.



If one does not have weight equipment, then the push-up exercise can be utilized. Determine how many push-ups one can do in 1 minute. At least three times a week, do three sets of the amount one can do in 1 minute.



### 4. Preparing for the 1.5 Mile Run

Below is a gradual schedule that would enable one to perform a maximum effort for the 1.5 mile run. If one can advance the schedule on a weekly basis, then proceed to the next level. If one can do the distance in less time, then that should be encouraged.



Week	Activity	Distance	Time	Frequency
1	Walk	1 Mile	20'-17'	5/Week
2	Walk	1.5 Miles	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