



CITY OF DECATUR
invites applications for the position of:

Police Sergeant

SALARY: \$89,907.24 - \$96,226.98 Annually

DEPARTMENT: Police - Union

OPENING DATE: 07/02/19

CLOSING DATE: 08/19/19 11:59 PM

JOB SUMMARY:

The Civil Service Commission of the City of Decatur will conduct a closed promotional examination and establish a promotional register for the above classification. Applications will be accepted online at <https://www.governmentjobs.com/careers/decatu/il/promotionaljobs>. The deadline to apply is **Monday, August 19, 2019**. To be eligible for education points, the written request for, and proof of, education credit shall be submitted to Human Resources by the application deadline. To be eligible for veteran points, the written request for the preference and the proof of military service shall be submitted to Human Resources by the application deadline.

ELIGIBILITY

This examination is open to all persons in the classified police service who, as of August 19, 2019, will have served at least seven (7) years as a sworn police officer with the Decatur Police Department. Up to two years of service as a sworn officer in another jurisdiction will be counted toward the seven years.

PROMOTIONAL REGISTER

Persons passing the selection process will be placed on a Civil Service promotional register which will be used for a period of two years or until exhausted. Vacancies in this classification will be filled in accordance with Civil Service Rule #6-4.

MAJOR DUTIES:

NATURE OF WORK

Police Sergeants are required to demonstrate their ability to perform all duties required of a Police Patrol Officer and may be called upon to perform those duties in addition to the supervisory duties required. Police Sergeants must be able to patrol on foot or in a patrol car to control traffic, prevent crime or disturbance of peace, to respond to calls-for-service, to investigate criminal incidents, and to identify and arrest violators by performing the duties listed on the job description. Police Sergeants have primary responsibility for first line supervision of all police patrol activities. Duties involve an element of personal danger and require that Police Sergeants act without direct supervision and exercise independent judgment in meeting emergencies.

SUPPLEMENTAL INFORMATION:

EXAMINATION PROCESS (Administered in accordance with the current Collective Bargaining Agreement)

- 1) **Oral Examination:** The oral examination will be conducted in the Patrol Deputy Chief's Conference Room at the Decatur Police Department the week of September 2, 2019. The oral examination will constitute 25% of the final examination score.
- 2) **Written Examination:** The written examination will be given at **9:00 a.m., Saturday, September 14, 2019**, in the Human Resources Office, Second Floor of the Decatur Civic Center, One Gary K. Anderson Plaza, Decatur, Illinois. The doors will open at 8:30 am. **Examinees will be required to present a photo ID (e.g. driver's license) at the time of the test.** This examination

will conclude at approximately 1:30 pm. The written examination will constitute 50% of the final grade. Personnel on duty that day may make arrangements for time off to take the exam.

Study materials for the written and oral examinations will be provided by the City through the shared LEC Police folder and will include the DPD Policy Manual, City of Decatur Ordinances, DPD Monthly training questions and Court Smart updates.

3) **Evaluation of Work Record:** Evaluation of work record will constitute 20% of the final examination score.

4) **Seniority Points:** Seniority points will be awarded at the rate of 0.25% for each year of service up to 20 years. Seniority points will constitute 5% of the final examination score. Seniority points shall be calculated as of the date of the application deadline.

5) **Veteran Points:** The written request for the preference and the proof of military service shall be submitted to Human Resources by the application deadline.

6) **Education Points:** Persons who have earned a university or college degree or completed credit hours at an accredited institution of higher learning such as a university, college or junior college shall receive preference for promotions to positions in the classified service in the same manner as such preference is awarded for military service and in the amounts set out herein:

Associates degree, or sixty (60) college credit hours - 2.5 points
Bachelor's degree - 5.0 points

Five (5.0) points is the maximum total number of points that may be awarded. The written request for, and proof of, education credit shall be submitted to Human Resources by the application deadline.

PROBATIONARY PERIOD

Persons appointed to the rank of Police Sergeant will serve a probationary period of six months. If they do not successfully complete the probationary period, they may be removed to their previous rank by and with the consent of the Civil Service Commission.

To Apply:

Please visit this link <https://www.governmentjobs.com/careers/decatutil/promotionaljobs>. You will have to create a user name and ID to apply for the position.

The link below does not apply to your application process.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/decatutil>

Position #18-00044
POLICE SERGEANT
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#1 Gary K. Anderson Plaza
Decatur, IL 62523
217-424-2805
