



## APPLICATION PROCESS

**Thank you for your interest in becoming a member of the O'Fallon Police Department!**

ALL CANDIDATES MUST COMPLETE THE FOLLOWING

- Completed Application
- Resume with cover letter
- Waiver and Release of Liability

Applicants may submit completed materials in any of the following manners:

- Mailed to the O'Fallon Police Department, 285 N. Seven Hills Rd O'Fallon, IL 62269
- Delivered in person to the O'Fallon Police Department
- Emailed to [applications@wearthebadge.com](mailto:applications@wearthebadge.com)

Completed application materials will be provided to the department's Recruitment Committee and the city's Human Resource Department for review. Each submission will be reviewed individually and on its own merits. Only submissions containing all completely filled out required documents will be considered. Applicants will also undergo a pre-screening of their background. Applicants meeting the expectations for the position of police officer will be invited to participate in the selection process.

Applicants who are currently or formerly a certified law enforcement officer will participate in the same process as other applicants. Applicants with qualifying law enforcement experience, as defined by the Board of Fire and Police Commissioners, are eligible for certain incentives upon hire.

The City of O'Fallon is an Equal Opportunity Employer and does not discriminate based on age, race, color, religion, gender, national origin, sexual orientation, disability, or any other non-merit factor.

## GENERAL POLICE DEPARTMENT INFORMATION

The O'Fallon Police Department is comprised of fifty sworn officers, six community service officers, and seven full time support staff. We are home to the MetroEast Consolidated Communications center (MECOMM) which provides 9-1-1 and dispatch services for the O'Fallon, Shiloh, and Fairview Heights police departments. Core services provided by the department include uniformed patrol operations, traffic enforcement, traffic crash investigation, and criminal investigations. We provide one full-time School Resource Officer to O'Fallon Township High School. In addition, the police department assigns officers to several specialized multi-jurisdictional units including, the DEA task force, MEGSI (drug task force), The Major Case Squad of Greater St. Louis, Child Death Task Force, ILEAS Mobile Field Force and ILEAS WMD (S.W.A.T.) Team.

## POLICE CHIEF'S MESSAGE

Welcome, and thank you for expressing your interest in becoming an O'Fallon Police Officer. As an officer for over 25 years in O'Fallon, it has been the greatest honor of my life to serve this community.

When you join the O'Fallon Police Department, you will have the full support of the community, the city government, and the administration to do your job with honor and integrity. We will provide you with the tools you need to be successful both on and off the job; we want you to be a hero on the street, and a hero at home with your family and friends. Hence, we place a strong emphasis on both the physical and mental wellness for our officers. To support these efforts, we have a variety of programs including a peer support team, fitness facilities, a chaplain program, and a spouse's group. A departmental wellness app helps bring our programs together by providing 24/7 access to these resources from your smartphone. We understand you will have a lifetime after your career here, and we want that life to be full of purpose and satisfaction.

Our mission at OPD is simple; *We are dedicated to proactively solving problems and protecting life and property through education, prevention, and enforcement. In striving to accomplish this mission, service to community is our commitment, honor, and integrity our mandate.*

This statement is a roadmap to your success at the O'Fallon Police Department. Every day you put on our uniform; you have an opportunity to make a difference in someone's life. You have the privilege, and responsibility, to show people what fair and professional policing looks like. We are leaders in local law enforcement, and we need people with drive and determination to help us continue that legacy.

As you may have seen on our website or social media posts, we are committed to being involved and engaged in our community. Here at the O'Fallon Police Department, community policing is not a program but a way of doing business. We expect our officers to be engaged with our residents and businesses. We expect them to be great communicators and problem solvers. We give our officers the autonomy and discretion to police our community the right way.

We need people ready to commit themselves to a career with purpose; a career dedicated to service and dedicated to excellence. If you are that person, I look forward to meeting you and welcoming you into the O'Fallon Police Department family.

Kirk Brueggeman  
Chief of Police

## **SALARY AND BENEFIT INFORMATION**

Police officers with the City of O'Fallon receive a great benefits package, including:

- Starting salary of \$84,957 starting salary; \$89,325 after one year
- Additional pay for individual with a bachelor's degree
- Current or former (Lateral) police officers, with qualifying experience, may begin at a higher salary rate, up to \$90,330
- 144 hours of personal and vacation time each year for patrol officers. Vacation time allotment increases with increased years of service
- Lateral police officers also are eligible for a one-time payment of 40 hours of vacation at time of hire.
- 12-hour patrol shifts with every other weekend off
- 104 hours of annual sick leave
- Sick leave buyback at retirement, up to 1040 Hours
- Uniforms/equipment provided plus an annual \$900 uniform allowance

- Peer Support program and other officer wellness incentives
- Membership in the O'Fallon Police Pension Fund
- Medical/Dental/Life insurance – Free for the employee, 80% of family premiums paid
- Deferred compensation plan
- Outstanding training and career development opportunities

## EMPLOYMENT REQUIREMENTS

- Must be a U.S. Citizen
- Must embrace diverse people, thinking, and styles
- Must possess a valid driver's license
- Must reside within 30 miles of the police department after 15 months of employment
- Minimum of 21 years of age at the time of the application and under 35 years of age at the time of the application, unless otherwise exempt by statute (former/current law enforcement and active duty military service)
- Undergo and successfully complete all phases of a background process
- Must project a professional image
- Must meet one of the following education requirements:
  - An associate degree in the field of law enforcement from an accredited junior college, university or college
  - A minimum of 64 credit hours toward a bachelor's degree in any field from an accredited college or university

### Educations Requirements may be waived under the following circumstances:

- 2 years of honorable Active Duty in the United States Armed Forces pursuant to 65 ILCS 5/10-2.1-6
- Applicants that have successfully completed the Illinois Police Training Act Minimum Standards Basic Law Enforcement Training Course (police academy) or can be certified as a police officer in the State of Illinois and have two years' experience as a police officer
- Must be able to pass all pre-employment screenings which will include the Illinois physical fitness (P.O.W.E.R) test for any applicant that will need to complete the basic police academy.

## **ORIENTATION AND INTERVIEW PROCESS**

Because of varied police academy training dates, O'Fallon utilizes a rolling application process for entry-level candidates.

The O'Fallon Police Department will contact selected applicants as police officer openings occur. Applications may be held on file for twelve months. Applicants who are selected for the orientation and interview process will be notified.

- Selected candidates will be invited to an orientation session which will include a written test to assess the candidate's aptitude for the position of police officer.
- Those candidates who pass the test will then participate in the first round of oral interviews. This interview will be conducted with various members of the O'Fallon Police Department.
- A select number of the above candidates will be invited to a final interview with the Board of Fire and Police Commissioners and the Chief of Police.
- All levels of the process are Pass/Fail.
- Prior to being offered a conditional offer of employment, the candidate will have to undergo a thorough background examination.

## **CONDITIONAL OFFER OF EMPLOYMENT**

- Candidates that successfully pass all the above examinations may be selected and provided a conditional offer of employment as vacancies occur.
- Pre employment testing will consist of
  - Polygraph Examination
  - Psychological Examination
  - Medical and drug screening
  - Physical fitness evaluation
  - P.O.W.E.R. Test (only for those candidates that are required to attend the Illinois Basic Law Enforcement Academy).

## CITY OF OFALLON

The City of O'Fallon is a diverse, charming community of hardworking residents, including personnel from nearby Scott Air Force Base. Over 30,000 people call O'Fallon "home", and each one contributes a wonderful mix of small-town caring and community pride. O'Fallon's rich history of trade and industry, and its solid foundation for continued growth and prosperity make it one of the area's most popular communities in which to live and work. Today, O'Fallon is known as one of the fastest growing communities in the Metropolitan St. Louis area.

O'Fallon isn't just the best place to live in the St. Louis area, it's one of the best places to live in southern Illinois, with an A+ rating on Niche.com. Ours is an inclusive community where residents feel safe and have access to high quality schools and beautiful public parks. It's these features that draw so many young families to our spacious subdivisions.

Visit [www.ofallonillinois.org](http://www.ofallonillinois.org) for more information.

## CLOSING

Thank you for your interest in becoming part of our team. We are excited to find and select the best person to join our incredible agency. Department members welcome the opportunity to learn more about you during our hiring process.

Should you have any questions about the hiring process, please don't hesitate to email your questions to [info@wearthebadge.com](mailto:info@wearthebadge.com)

The following additional information has been provided:

- Job Description for an O'Fallon Police Officer
- Application
- Waiver and Release of Liability



# O'Fallon Police Department Police Officer Application



**Return all applications, cover letter, and resume to:**

Captain Michael Mojzis  
[mmojzis@ofallon.org](mailto:mmojzis@ofallon.org)

285 North 7 Hills Road  
O'Fallon, IL 62269

Last name	First name	Middle name

Other names you have used (example: maiden name, name(s) by a former marriage, or name change)	

List the current address where you physically reside (Not a post office box number).			
Number, street, and apt. number	City	State	Zip code

List a mailing address if unable to obtain mail at your residence.			
Number, street, and apt. number or PO Box	City	State	Zip code

Personal telephone number	Work telephone number
(     )	(     )
E-mail address	

Date of birth	Age	Sex	
Month     /     Day     /     Year (XXXX)		M	F

Driver's License Number	Classification	Restrictions	State of Issue	Expiration Date
_____	_____	_____		Month     /     Day     /     Year
		No restrictions		

Is anyone you are related to (blood or marriage) employed with the City of O'Fallon?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Person and relationship to you: _____	
Position within the City: _____	

# Employment Section

List your three most recent employers, beginning with your current employer.

Employment start date	Name of current employer
Month / Year	

Current employer's mailing address	If not the same as mailing address, list your actual work location

Your title or position

Supervisor's name	Supervisor's title

Have you ever received, or do you have any pending disciplinary actions? Explain in section below.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

## 1<sup>st</sup> Former Employer

Name of former employer	Former employer's mailing address

Start Date	Month / Year	End Date	Month / Year

Full time  Part-Time  Temporary  Internship

Former employer's telephone number for employment verification (Personnel)	Your title or position
Telephone number ( ) Area code	

Explain reason for leaving employment.

Do you feel this former employer would rehire you? If you answered "No" explain below.	Yes	No



Supervisor's name (first name, last name)	Supervisor's title

Did you ever receive, or do you have any pending disciplinary actions? Explain below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## 2<sup>nd</sup> Former Employer

Name of former employer	Former employer's mailing address

Start Date	Month / Year	End Date	Month / Year
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Full time  
 Part-Time  
 Temporary  
 Internship

Former employer's telephone number for employment verification (Personnel)	Your title or position
Telephone number (                      ) Area code	

Explain reason for leaving employment.

Do you feel this former employer would rehire you? If you answered "No" explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Supervisor's name (first name, last name)	Supervisor's title

Did you ever receive, or do you have any pending disciplinary actions? Explain below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Professional References

List two professional references. Professional references include former employers, clients, colleagues, teachers, supervisors, etc.

Name: (first name, last name)	Employer / School (If Applicable)
Relationship to you:	How long have you known this person?
	Years:
Contact number: (            )	
Name: (first name, last name)	Employer / School (If Applicable)
Relationship to you: (relative, family friend, etc.)	How long have you known this person?
	Years:
Contact number: (            )	

## Education

Yes  No Graduated High School or G.E.D. Certified? Name of high school: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_ / \_\_\_\_\_ Location of School: \_\_\_\_\_

Month                      Year    City    State

Yes  No I possess a degree from an accredited college or university:

Type of Degree:  AA  BA  BS  MA  MS  Other: \_\_\_\_\_

Major/Minor: \_\_\_\_\_ (Leave blank if degree not yet received).

Yes  No Currently enrolled in College? Total credit hours earned: \_\_\_\_\_

College(s) or university name and location: Name: \_\_\_\_\_

Location: \_\_\_\_\_

## Law Enforcement Experience

Most Recent Department: \_\_\_\_\_ Term of Service: From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_

Month                      Year    Month                      Year

TOTAL Years Full-Time Service: \_\_\_\_\_ TOTAL Years Part-Time Service: \_\_\_\_\_

## Military Service

Branch of Service: _____	Term of Service: From: _____ / _____	To: _____ / _____	
	Month      Year	Month      Year	
If other than Honorable Discharge, Please Explain: _____			
TOTAL Years Active Duty: _____		TOTAL Years Reserve Duty: _____	

## Preliminary Criminal Background Section

Are you now using, or have you ever used, tried, or experimented with?

Yes      No      Marijuana (Illegally)?	Yes      No      Heroin or opiates in any form?
Yes      No      LSD (acid)?	Yes      No      PCP (green, flake, angel dust)?
Yes      No      Any designer drug or hallucinogenic?	
Yes      No      Any controlled dangerous substance or narcotic drug in any form?	
Yes      No      Illegal steroids or illegally obtained steroids?	
Yes      No      Any drug prescribed for someone else and used by you <b>with the intention of getting high?</b>	
Yes      No      Any substance that was inhaled, injected, or ingested <b>with the intention of getting high?</b>	

List drug(s) used, date of last use, age at last use and number of times used.

Drug or substance used	Date of last use	Age at last use	Times used
	/		
	Month      Year		
	/		
	Month      Year		
	/		
	Month      Year		

**If you answer yes to any of the questions below, please explain and reference the question number using the last page of this application.**

1. Have you ever been discharged or terminated from employment (fired) for any reason? \_\_\_\_\_
2. Have you ever resigned (quit) after being told that your employer intended to take disciplinary action against you, discharge or terminate (fire) you? \_\_\_\_\_
3. Have you ever been investigated by your employer's internal affairs, loss prevention or any other disciplinary investigation unit? \_\_\_\_\_
4. Have you ever been accused of discrimination (such as sexual harassment, racial bias, sexual orientation harassment, etc.) by a co-worker, superior, subordinate or customer? \_\_\_\_\_
5. Have you ever resigned while under investigation by your employer's internal affairs, loss prevention or any other disciplinary investigation unit? \_\_\_\_\_
6. Have you ever left an employer and been told you were not eligible for rehire? \_\_\_\_\_
7. Have you ever received a written reprimand from any employer? \_\_\_\_\_
8. Have you ever received counseling or otherwise been put on notice by any employer? \_\_\_\_\_
9. Has any employer ever suspended you for misconduct or as a disciplinary action? \_\_\_\_\_
10. Have you ever been arrested or charged with a criminal offense by any law enforcement agency for any reason? \_\_\_\_\_
11. Have you ever been investigated for or accused of abusing, assaulting, beating, or sexually assaulting, a spouse, romantic partner, family member or any other person? \_\_\_\_\_
12. Have you ever been the subject of an emergency protective order, restraining order, or stay-away order? \_\_\_\_\_
13. Have you or your spouse/partner ever been referred to, questioned by, or investigated by Dept of Children and Family Services or any similar state and/or local government agency? \_\_\_\_\_
14. Have you ever committed a sexual act or had sexual contact with a person less than 16 years old since your 18th birthday? \_\_\_\_\_
15. Have you ever discharged a firearm other than for hunting, target practice, while in the military or as a police officer? \_\_\_\_\_



**APPLICANT CERTIFICATION**

I understand that in the event my application is disapproved, non-selected, or otherwise does not result in my employment or appointment with the City of O’Fallon, sources of confidential information and/or the reason(s) for non-selection cannot be released or revealed to me.

I hereby certify that all answers and statements made in this Application are true and complete to the best of my knowledge. I understand that any discrepancies, misstatements, omissions, and/or falsifications may be cause for permanent disqualification or immediate termination if an appointment has been offered or accepted.

I understand this document is a permanent record and the exclusive property of the City of O’Fallon.

Under penalty of perjury, I hereby attest that the information provided in this application is true and correct to the best of my knowledge.

Print

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
First Middle Last

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**AUTHORITY FOR RELEASE OF INFORMATION AND RECORDS**

I, \_\_\_\_\_, do hereby authorize a review of all records concerning myself to any duly authorized agent of the O’Fallon Police Department, whether the said records are of a public, private or confidential nature, including, but not limited to, applicant background information.

I authorize you to furnish the O’Fallon Police Department with any and all information that you have concerning my: work record, salary, attendance, reputation, medical records, criminal history, credit history, loan history, driving history, and military service records. Information of a confidential or privileged nature may be included. Your reply will be used to assist the O’Fallon Police Department in determining my qualifications and fitness for the position I am seeking with the department.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the O’Fallon Police Department. I understand that all materials pertaining to this background investigation become the property of the O’Fallon Police Department and will not be returned to me.

I hereby release you and your organization from any and all liability or damages which may result from furnishing the information requested. I further release the O’Fallon Police Department, and its agents, from any and all liability which may be incurred or as a result from the collection of such information. I further understand that in the event my application is disapproved; the sources of confidential information cannot be revealed to me.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date of Birth

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

