



**CITY OF ALTON**  
Civil Service  
101 East Third Street, Room 100  
Alton, IL 62002

The City of Alton, Illinois is currently accepting applications for the  
**Police Officer Eligibility List**  
Base Pay Starting at \$64,664.56/Yearly

**Requirements:**

- Must have an Associate's Degree or 62 college credit hours
- Age 21 not yet 35 (45 if honorably discharged from the military)
- Valid Driver's License
- Residency: must relocate to designated area surrounding Alton within 90 days after probationary period.
- Physical: Vision (in both eyes) not impaired more than 20/60 correctable to 20/20, and normal color perception, proven by appropriate tests.
- Applicants must meet the physical, mental and psychological requirements of the position as tested by the Civil Service Commission.
- Must successfully complete the Basic Law Enforcement Course and a twelve (12) month probationary period.
- Applicants must pass a background investigation completed by the APD.
- **Must possess the POWER Test Card from the SWIC Police Academy for proof that you meet the below physical power test requirements:**

<i>Test</i>	<i>Men</i>				<i>Women</i>			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
<b>Age Group</b>								
<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>Max Bench Press %</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

**Visit: <https://www.swic.edu/academics/career-certificates/homeland-security/southwestern-illinois-police-academy/power-test-card/> for dates and registration information for the POWER Test.**

Application Due – December 31, 2021 by 5pm.

Power Test must be submitted to [HR@Cityofaltonil.com](mailto:HR@Cityofaltonil.com) January 10, 2021 by 5pm.

Written Exam will be given to all qualified applicants on: January 15, 2021. All qualified applicants will be contacted regarding time and exact location of testing.



CIVIL SERVICE COMMISSION  
Alton, Illinois  
Job Description  
**Police Officer - Police Department**

GENERAL STATEMENT OF DUTIES

The Police Officer has the responsibility for general police work in the protection of life and property through the enforcement of laws and ordinances. Work involves general police assignments, including field patrol, preliminary complaint and criminal investigation, traffic control, and accident investigation duties in a designated area on an assigned shift. Duties involve an element of personal danger and require that employees act without direct supervision and exercise independent judgment in meeting emergencies. Assignments could include investigative work in plain clothes as an investigator. After the probationary period, duty assignments are performed in accordance with established rules and regulations. General instructions are received from a superior officer who reviews work methods and results through reports, personal inspections, and discussions.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Patrols a designated City area to preserve law and order.
- Answers calls and investigates complaints, disturbances, and reported criminal activities; answers calls involving fires, automobile accidents, robberies and related misdemeanors and felonies.
- At crime scene gathers evidence, obtains witnesses, makes arrests; prepares investigative data and case information for prosecution; testifies as a witness in court.
- Investigates accidents; provides first aid to injured; takes safeguards to prevent further accidents; interviews principals and witnesses; takes written statements; takes necessary preventive or corrective measures.
- Performs traffic control duties; operates radar traffic control unit; apprehends violators and issues traffic tickets; directs traffic at intersections.
- Investigates family disputes; public disturbances; makes arrests or resolves minor problems directly; prepares complaint and investigation reports.
- Performs extended criminal investigation work under the direction of a superior officer; checks for business license violations; serves legal papers.
- Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to take emergency courses of action.
- Good general intelligence and emotional stability with the ability to understand and carry out oral and written instructions; and able to write and speak effectively.

MINIMUM QUALIFICATIONS

- An Associate's Degree or 62 college credit hours
- Age 21 not yet 35 (45 if honorably discharged from the military)
- Valid Driver's License
- Residency: Must relocate to within the area of the enclosed map within 90 days after probationary period

NECESSARY SPECIAL QUALIFICATIONS

- Physical: Vision (in both eyes) not impaired more than 20/60 correctable to 20/ 20, and normal color perception, proven by appropriate tests.
- No physical disability or limitation which would prohibit the performance of assigned duties.
- Applicants must meet the physical, mental and psychological requirements of the position; and shall be required to maintain good physical condition so they can handle the strenuous physical contacts often required of a law enforcement officer.
- Applicants must successfully complete the Basic Law Enforcement Course as certified by the Illinois Law Enforcement Training and Standards Board during their probationary period.
- Must successfully complete a twelve (12) month probationary period, plus any time spent at Police Training Institute.
- A comprehensive background investigation will be completed by the Alton Police Department.

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Department Head                      Date

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Civil Service Commission                      Date