CITY OF CARBONDALE, ILLINOIS

POLICE OFFICER APPLICATION PROCEDURES

Written Exam:	**Monday, April 10, 2017 at 8:00 a.m.** **Carbondale Civic Center, 200 S. Illinois Ave.** ***LATE ATTENDEES WILL NOT BE ADMITTED***
Physical Fitness Assessment:	**Monday, April 10, 2017 at 1:00 p.m.** **Lower level of the Civic Center**
Oral Interview Examination:	**Tuesday, April 11, 2017** ***(for written exam & physical passers only)***

Applications must be received by Monday, March 20, 2017 by 5:00 p.m.

Note: The Patrol Officer Examination Process requires approximately one month to complete.

Qualifications to Apply:

1. Applicants for examination must be citizens of the United States.

2. Applicants who are 20 years of age and who possess the educational requirements set forth herein below may be candidates for examination and may be considered for appointment to active duty with the Police Department. Any such applicant who is appointed to active duty shall not have the power to arrest, nor shall he/she be permitted to carry firearms until reaching the age of 21.

3. According to Police Department policy, tattoos and body art are permitted but cannot be visible when wearing a uniform.

4. Applicants for a position in the Police Department shall possess 60 semester hours in education from an accredited college or university, except that applicants who have experience as a **regular, full-time police officer** (at least 37 + hours per week) **AND** who have graduated from a law enforcement training academy accredited or approved by the Illinois Law Enforcement Training and Standards Board (hereinafter referred to as "Academy") may substitute such experience and training for the required education in accordance with the following schedule:

Police Experience and Training	Education Required to Apply
No police experience and has not graduated from Academy	Associates Degree or 60 hours of college or university credit required to apply
2 years police experience and has graduated from the Academy	45 hours required to apply
3 years police experience and has graduated from the Academy	30 hours required to apply
4 years police experience and has graduated from the Academy	15 hours required to apply
5 years police experience and has graduated from the Academy	0 hours required to apply

Please note that all experience, training, and education hours must be completed before the application deadline.

Application Procedures and Requirements for taking the Written Examination:

To be eligible to take the written examination, the following must be received by the City Clerk's Office no later than ***Monday, March 20, 2017 by 5:00 p.m.*** They are as follows:

- City of Carbondale Police Officer Employment Application
- A non-refundable $15 application fee.

Applications may be obtained at City Hall, 200 S. Illinois Ave., Carbondale, Illinois or printed from the City's website www.explorecarbondale.com. Completed applications and the non-refundable application fee may be submitted to the City Clerk's office located in City Hall, mailed to: City Clerk's Office – City of Carbondale, PO Box 2047, Carbondale, IL 62902, or emailed to: chayes@ci.carbondale.il.us.

A Candidate Preparation Manual will be mailed approximately 2 weeks before the examination date.

Written Examination:

Candidates must present a photo I.D. to the written exam. The written exam is ordered from an independent testing service; it is not a civil service exam. Candidates are given 2 hours to complete the test comprised of 100 multiple-choice questions. The exam is a valid, job-related test designed specifically for law enforcement use which measures these basic skills:

- Observation and Memory
- Written Communication and Report Writing (*consists of English grammar, spelling, punctuation and writing skills)*
- Reading and Understanding Written Information
- Reasoning and Analytical Ability

Candidates must answer at least 70% of the questions correctly in order to pass the exam.

Official results of the written exam will be posted outside of the City Clerk's office at City Hall prior to the physical fitness assessment. If you do not pass the written exam, you will not be able to participate in the physical fitness assessment.

Writing Proficiency Examination:

The writing proficiency examination is ordered from and scored by an independent testing service; it is not a civil service exam. Candidates are presented with a question and given 40 minutes to write an essay in response to the question. The test is designed to assess a candidate's ability to write a coherent and relevant response that is clearly understood by the reader. This ability is essential for writing reports on the job. Candidates are scored on a scale of 1 to 10. Official results of the writing proficiency exam will be mailed to all candidates approximately three weeks following the date of the exam.

Physical Fitness Assessment:

All candidates who have passed the written exam will take the Physical Fitness Assessment. The Physical Fitness Assessment will take place on ***Monday, April 10, 2017 at 1:00 p.m. in the lower level of the Civic Center.*** Candidates must bring their photo I.D to the Physical Fitness Assessment.

The Assessment consists of the following:

1. *Sit and Reach*

A. The candidate sits on the floor or mat with legs extended at right angles to a taped line on a box.

B. The heels touch the near edge of the box and are eight (8) inches apart.

C. A yardstick is placed between the legs of the candidate and rests on the box with the fifteen inch mark on the edge of the box.

D. The candidate slowly reaches forward with both hands as far as possible and holds the position momentarily.

E. The distance reached on the yardstick by the fingertips in inches is recorded.

F. The best of three trials is used as the flexibility score.

REST PERIODS AND WARM-UP: Five minute rest after sit and reach.

2. *One Minute Sit-Up Test*

A. The candidate begins by lying on his/her back, knees bent, heels flat on the floor.

B. A partner holds the feet down.

C. The candidate performs as many correct sit-ups as possible in one minute.

D. In the "up" position, the candidate should touch his/her elbows to his/her knees and then return to a full lying position before starting the next sit-up.

E. The score is the total number of correct sit-ups.

REST PERIODS AND WARM-UP: Five minute rest after one minute sit-up test.

3. *One Repetition Maximum Bench Press* (Universal Weights)

A. The candidate will begin with a warm-up lift, male 2/3 body weight, female 1/2 body weight.

B. The weight will be increased by 10 pound increments for the first three or four lifts and then by five pound increments.

C. The first three to four repetitions serve as warm-up lifts in order to prevent muscle injury and to prepare the candidate for a maximum lift on the fifth or sixth effort.

D. The score for this test is the maximum number of pounds lifted in one repetition within 2 & 1/2 pounds of maximum.

REST PERIODS AND WARM-UP: 15 minute rest/warm-up period before 1.5 mile run.

4. *One and a Half (1.5) Mile Test*

A. The candidate will run 1.5 miles. Time will be recorded with a stopwatch.

B. The score will be recorded, based on sex and age group.

C. A 1.5 mile run is six laps on a 440 yard track.

D. During the administration of the test, the participants can be informed of their lap times.

E. Candidates should practice before the test in order to pace themselves. (Often, individuals will start too fast and become fatigued too early.)

REST PERIODS AND WARM-UP: A 12 minute cool down after 1.5 mile run.

Candidates should walk at least five minutes to enhance blood circulation and aid in recovery.

Minimum Physical Fitness Assessment Performance Requirements

	MALES	AGES			
		20-29	30-39	40-49	50-59
1.	Sit and Reach Test	16.0"	15.0"	13.8"	12.8"
2.	1-Minute Sit-ups	37	34	28	23
3.	Maximum Bench Press Ratio = # x Body Weight	.98	.87	.79	.70
4.	1.5 Mile Run	13:46	14.31	15:24	16.21

	FEMALES	AGES			
		20-29	30-39	40-49	50-59
1.	Sit and Reach Test	18.8"	17.8"	16.8"	16.3"
2.	1-Minute Sit-ups	31	24	19	13
3.	Maximum Bench Press Ratio = # x Body Weight	.58	.52	.49	.43
4.	1.5 Mile Run	16:21	16:52	17:53	18:44

Official results of the Physical Fitness Assessment will be given upon completion of the assessment. Candidates who do not pass ALL segments of the Physical Fitness Assessment will not be scheduled for the Oral Interview Examination with the Board of Fire and Police Commissioners.

Oral Interview Examination:

Candidates who pass both the written exam and physical fitness assessment will be scheduled for the Board of Fire and Police Commissioners (BFPC) Oral Interview Examination. The BFPC is comprised of five residents of Carbondale, none of whom are employed by the City of Carbondale. In addition to the BFPC, the Police Chief or a representative of the Police Department and Human Resources Manager will also be in attendance.

Oral Interviews will be held in the ***Carbondale Civic Center located at 200 South Illinois Avenue on Tuesday, April 11, 2017.*** Candidates will be notified of their oral interview appointment times by phone. Due to the number of candidates to be interviewed and the schedule of the BFPC, assigned interview dates and times cannot be changed. Please note that this ***is not*** a job interview. The oral interview exam is the final phase in the examination process.

Eligibility List

The Eligibility List is comprised of candidates who have passed the written exam, writing proficiency exam, physical fitness assessment, and oral interview. Candidates' names are placed on the Eligibility List in alphabetical order for a two year period.

Upon successful completion of the entire examination process you will be required to complete a background investigation questionnaire and provide additional required documents. All must be on file by a determined date in order to maintain eligibility. If your file is incomplete after the appointed deadline, your name will be removed from the eligibility list.

Appointments for open positions are made from the Eligibility List. Candidates must have all of the required documents on file when there is an open position in order to be considered for an interview.

Process Subsequent to Certification to the Eligibility List:

All probationary police officers are hired from the Eligibility List established by the Board of Fire and Police Commissioners. Candidates to be interviewed for Police Officer positions are selected from the Eligibility List and interviewed by the Police Chief, Police Department Personnel, and the Human Resources Manager. The purpose of the administrative oral interview is to permit an appraisal of personal qualifications and suitability for the position. Questions utilized during the interview are uniformly administered with follow-up questions varying among candidates. Not all candidates will be invited to interview. Placement on the Eligibility List ***does not*** necessarily mean that a candidate will be interviewed each time there is a job opening. The Human Resources Manager and the Police Chief will recommend candidates to the City Manager who is responsible for all hiring in the City of Carbondale.

Process for Candidates That May Be Recommended for Appointment:

Background Investigation:

A background investigation shall be conducted on candidates who are recommended for appointment to the position of Police Officer. The purpose of the investigation is to verify information included on the Background Investigation Questionnaire submitted by the candidate. As part of the background check, a complete set of fingerprints may be forwarded to the Illinois Department of State Police and to the Federal Bureau of Investigation for the purpose of conducting a criminal history check.

Psychological:

Candidates recommended for appointment to the position of Police Officer must participate in psychological testing conducted by qualified and recognized examiners. The tests are given solely to determine a candidate's suitability for the position of Police Officer. All reports are confidential and will not be surrendered by any agency or individual. The test shall be without expense to the applicant. An applicant who fails to take the test, cooperate with examiners, or is found to be psychologically incapable of performing the duties of a police officer, shall be disqualified.

Medical (Includes Drug Testing):

A. A candidate recommended for appointment shall, upon request, submit to a medical examination performed by licensed physicians designated by the Personnel Officer. The examination shall be without expense to the applicant. The examining physician shall determine whether the candidate is physically capable of performing the duties of a police officer. Any candidate who fails to take or cooperate with the examination or found to be physically incapable of performing the duties of a police officer shall be disqualified.

B. As part of the medical examination, urine and/or blood samples shall be taken to screen each applicant for drug use. Preliminary tests shall be conducted at the designated medical facility using a portion of the urine or blood sample. In the event preliminary tests are negative, the sample shall be discarded if not needed for other medical purposes. In the event preliminary tests are positive, additional tests shall be conducted. A report of the tests shall be delivered to the Personnel Officer. The confirmed presence of any illegal drug shall be cause for the disqualification of a candidate from the Eligibility List. It shall be grounds for disqualification of a candidate to refuse to give blood or urine samples or to cooperate with the examination process. (For purposes of this section the phrase "illegal drug" shall include cannabis as defined in Chapter 56-1/2, Section 702 of the Illinois Revised Statutes and "controlled substances" as defined or hereafter amended, in Chapter 56-1/2, Section 1102(u) of the Illinois Revised Statutes.)

Training:

After a candidate has been appointed to the position of Probationary Police Officer, he/she must complete a one year probationary period. Initially, he/she will be provided with 400 hours of basic training, if applicable, followed by approximately sixteen weeks of in-house field training.

Job Summary:

The Patrol Officer is a uniformed position sworn to enforce all laws and ordinances for which the Department is responsible; protect the lives and property of all persons and maintain peace and order within the City of Carbondale. The Patrol Officer must frequently act without direct supervision and must exercise independent discretion in meeting emergencies. The Patrol Officer's work involves an element of personal danger and is subject to assignment to shifts and types of duty according to the needs of the Department. The Patrol Officer is routinely assigned to uniform patrol, but may be assigned to the Investigations Division or any other assignment authorized by the Chief of Police. The Patrol Officer is ordinarily under the direct supervision of the Shift Supervisor, however, may receive direction from any superior officer.

Knowledge, Abilities, and Skills:

Knowledge of approved methods and practices of police work and applicable Federal and State laws and local ordinances; knowledge of the geography of the area; knowledge of departmental procedures, rules, and regulations; knowledge of and ability to operate a computer; ability to deal firmly and courteously with the public; ability to communicate effectively orally and in writing; ability to analyze situations quickly and objectively and to determine proper courses of action; ability to react quickly and calmly in an emergency situation; ability to develop skills in the use and care of firearms and such other regular and special police equipment as may be assigned; ability to successfully complete Basic Law Enforcement Training and Departmental training programs.

Minimum Qualifications:

Candidates must comply with the City nepotism ordinance and all other City ordinances. Residence of eligible candidates shall be as prescribed by Carbondale Revised Code, Section 1-4-16. The residency boundary is based on an approximate 9 mile radius from central Carbondale and is actually defined by Township Sections. New hires have six (6) months to establish residency within the Boundary and maintain it as a condition of employment. Candidates must possess a valid driver's license and be eligible to apply for an Illinois driver's license. Candidates are required to satisfactorily complete a background investigation, medical exam and psychological exam. Tattoos are permitted, but shall not be visible. Probationary officers must successfully complete the State Power Test, State Certification Test, Carbondale Police Department Field Training Program and probationary period prior to appointment on a permanent basis.

RE-TESTING:

The Board of Fire and Police Commissioners (BFPC) shall have sole authority for and over the elements involving the re-application, re-testing and re-evaluation in the creation of the eligibility list. Re-application, re-testing and/or re-evaluation during an ongoing selection process (cycle) shall not be permitted any applicant. However, nothing prohibits unsuccessful applicants from reapplying for future testing cycles. Subsequent to BFPC certification of the eligibility list, authority is transferred to the City Manager for the remainder of the selection process.

Do You Have A Relative Who Works For The City of Carbondale? If so, please note the following:

Ordinance 92-23 - Employment of Family Members:

The following listed family members are disqualified from holding any appointive office or employment *within the same working department or division where a supervisor- subordinate relationship results:*

Father-Son; Father-Daughter; Mother-Son; Mother-Daughter; Brother-Brother; Sister-Sister; Brother- Sister; Stepbrother-Stepbrother; Stepsister-Stepsister; Grandfather-Grandson; Grandfather- Granddaughter; Grandmother-Grandson; Grandmother-Granddaughter; Great Grandfather-Great Grandson; Great Grandfather-Great Granddaughter; Great Grandmother-Great Grandson; Great Grandmother-Great Granddaughter; Uncle-Nephew; Uncle-Niece; Aunt-Nephew; Aunt-Niece.

Carbondale ILLINOIS®

The City of Carbondale is an Equal Opportunity Employer

The City of Carbondale, at its option, may change, delete, suspend or discontinue parts or the procedure in its entirety, at any time without prior notice. In the event of a change in procedure, candidates will be notified.

POLICE OFFICER APPLICATION FOR EMPLOYMENT

City of Carbondale
200 S. Illinois Avenue
P.O. Box 2047
Carbondale, Illinois 62902-2047
(618) 549-5302
Fax (618) 457-3283
www.explorecarbondale.com

Applications must be received in the City Clerk's Office by Monday, March 20, 2017 at 5:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER

If you require further accommodations to participate in the application or examination process, please inform the City Clerk's office by the closing date on the job announcement.

PLEASE TYPE OR PRINT- ANSWER ALL QUESTIONS- USE INK ONLY

An incomplete application may delay action or disqualify you.

Name _____
Last First Middle

Address _____
Apt. # City State Zip Code

Phone Number _____
Home Work Cell

Last four (4) digits of your Social Security Number _____

Disclosure of the last four (4) digits of your social security (SSN) is voluntary. The SSN is used to track your application and exam materials.

Are you at least 20 years of age? ❒ Yes ❒ No

***** please note that you must meet the age requirement on or before the testing date.*****

Email Address _____

Please notify the City Clerk's office if any of your contact information changes.

POSITION APPLYING FOR: **POLICE OFFICER**

I learned of this job opening through (check all that applies):

- ❒ City Employee (Name) _____
- ❒ Friend or Relative
- ❒ Channel 16
- ❒ Website
- ❒ Newspaper
- ❒ Other _____

Please be sure that you complete all sections of this application completely and accurately to the best of your ability. Provide a clear description of your job duties, the time spent doing that work, the equipment you used, and anything else which will help us understand the nature of your work. We will evaluate the information that you provide to determine which applicants will be invited to the examination/interview for this position.

GENERAL INFORMATION

Have you ever been employed by the City of Carbondale? ❒ Yes ❒ No Dates: From _____ To _____

Do you have relatives employed by the City? ❒ Yes ❒ No
(There are some limitations on the employment of relatives. Each case is considered separately for potential conflict of interest.)

If yes, indicate (name, department): _____

_____

Driver's License Number: _____ State of Issue: _____

Commercial driver's license number (if applicable): _____

List any other licenses and certifications you currently hold:

_____

_____

Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

EDUCATION AND TRAINING

	Name, City and State	Did you graduate?	Type of Degree	Course or Major
High School		❒ Yes ❒ No ❒ GED If no, highest grade completed _____	N/A	N/A
Technical School		❒ Yes ❒ No		
College or University		❒ Yes ❒ No Graduation Mo. & Yr. _____		Credit Hours Earned: _____

*****All experience, training and education hours must be completed by the application deadline.*****

Have you completed an internship/apprenticeship? ❒ Yes ❒ No If yes, list _____

SPECIAL SKILLS AND QUALIFICATIONS

Office machines you can operate? _____

Describe computer and other equipment operation skills. Include programs used, typing speed and other information relevant to the job for which you are applying: _____

_____

List any special training or machine operation skills that you have gained from employment, training, experience as a volunteer, or through other means: _____

_____

List any foreign languages that you speak and/or comprehend: _____

Check the appropriate skill level

Speak
❒ Fluent
❒ Good
❒ Fair

Comprehend
❒ Fluent
❒ Good
❒ Fair

EMPLOYMENT EXPERIENCE

LIST BELOW ALL THE JOBS YOU HAVE HELD IN THE PAST 10 YEARS BEGINNING WITH YOUR PRESENT OR LAST EMPLOYER. ACCOUNT FOR PERIODS OF UNEMPLOYMENT. ATTACH SUPPLEMENTARY PAGES OR USE WHITE PAPER.

Dates of employment (month-year) From To		Exact Title or Position	
Starting Salary or earnings	Average hours per week	Name of employer (firm, organization, etc.)	Address of employer (including ZIP Code, if known)
Final Salary or earnings	# Employees Supervised		
Name of Immediate Supervisor/ Area Code & Phone Number		Kind of business or organization (manufacturing, accounting, etc.)	
Reason for leaving			
Description of duties and accomplishments in your work			

Dates of employment (month-year) From To		Exact Title or Position	
Starting Salary or earnings	Average hours per week	Name of employer (firm, organization, etc.)	Address of employer (including ZIP Code, if known)
Final Salary or earnings	# Employees Supervised		
Name of Immediate Supervisor/ Area Code & Phone Number		Kind of business or organization (manufacturing, accounting, etc.)	
Reason for leaving			
Description of duties and accomplishments in your work			

Dates of employment (month-year) From To		Exact Title or Position	
Starting Salary or earnings	Average hours per week	Name of employer (firm, organization, etc.)	Address of employer (including ZIP Code, if known)
Final Salary or earnings	# Employees Supervised		
Name of Immediate Supervisor/ Area Code & Phone Number		Kind of business or organization (manufacturing, accounting, etc.)	
Reason for leaving			
Description of duties and accomplishments in your work			

MILITARY SERVICE RECORD

Have you ever been a member of the Armed Services of the U.S.A.**?** ❒ Yes ❒ No
If so, what branch of Service? _____ What was your rank? _____
Does your military experience have any relationship to the job for which you are applying? _____

REFERENCES

Give name, address, and phone number of three persons, other than former employers or relatives, who have a definite knowledge of your work.

Name	Address	Phone

NOTICE TO ALL APPLICANTS

Residency Requirements:
Section 1-4-16 of the City Code requires that all new City employees in Pay Grades 1-7 must establish residency within the City Residency Boundary within a six (6) month period following the date of hire and remain residents within the Residency Boundary as a condition of continued employment.

The Residency Boundary includes all of Carbondale, Murphysboro, DeSoto and Makanda Townships and portions of Somerset and Pomona Townships in Jackson County, and portions of Grassy, Carterville and Blairsville Townships in Williamson County.

Section 1-4-16 of the City Code requires that all new City employees in Pay Grades 8 and 9 must establish residency within Carbondale's corporate limits within six (6) month period following the date of their hire and remain residents within Carbondale's corporate limits as a condition of continued employment.

For further information, contact the Human Resource's Office.

AGREEMENT, CERTIFICATION, AND AUTHORIZATION

(Please read carefully)

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge, and that any false statement shall be considered sufficient cause for employment disqualification or discharge.

I authorize my current or former employer(s) to provide to the City of Carbondale representatives any information regarding my current or former employment. I understand that such information may or may not help my application for employment with the City of Carbondale. I hereby release any current or former employer, its agents or employees from any and all liability resulting from the release of such information. My authorization to current or former employers to release information and my wavier of liability which are written out above, are knowing, intelligent, and voluntary acts.

I authorize schools and other educational and technical institutions which I have attended to release my scholastic ratings or records to the City of Carbondale.

I hereby authorize the Carbondale Police Department, the Illinois State Police and/or any other law enforcement agency to release any and all information relating to my criminal record to the Human Resources Division of the City of Carbondale. I agree to release all parties from liability for any damages that may result from furnishing the same to the Human Resources Division of the City of Carbondale. I further agree to hold harmless any law enforcement agency which provides criminal history information about me to the Human Resources Division of the City of Carbondale.

I am willing and understand employment with the City of Carbondale is subject to passing a pre-employment physical examination, which may include drug and alcohol screening that are made by a Physician designated by the City of Carbondale.

I understand that as a condition of employment and within 3 days of being employed, I must provide documentation to prove employment eligibility and personal identification as required by the Immigration Reform and Control Act of 1986.

_____ _____

Signature of applicant ***Date of application***

Notice: All applications must be signed and dated in order to be accepted for consideration.

Applications must be received in the City Clerk's Office by Monday, March 20, 2017 at 5:00 p.m.

VOLUNTARY SURVEY

The City of Carbondale Prohibits discrimination in employment in regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, ancestry, physical or mental handicap unrelated to ability or unfavorable discharge from military service.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this information is to comply with government record keeping, reporting and other legal requirements. Periodic reports are made to the government on the following information. The completion of this information is optional. If you choose to volunteer the requested information, please note that all information is kept in an Affirmative Action File and is not a part of your Application for employment or personnel file.

Your Cooperation Is Voluntary. Inclusion Or Exclusion Of Any Data Will Not Affect Any Employment Decision

Job Applying For: POLICE OFFICER **Date:**

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. The data is for statistical analysis with respect to the success of the Affirmative Action Program. Submission of this information is VOLUNTARY.

Check One: ❒ **MALE** ❒ **FEMALE**	**AGE**
Check one of the following: (Ethnic Origin) ❒ **White** ❒ **Hispanic** ❒ **American Indian/Alaskan Native** ❒ **Black** ❒ **Other** ❒ **Asian/Pacific Islander**	
Check if any of the following are applicable: ❒ **Vietnam Era Veteran** ❒ **Disabled Veteran** ❒ **Handicapped Individual**	

City of Carbondale
City Clerk's Office
Police Officer Examination
Application Fee Payment Form
Deadline: Monday, March 20, 2017 at 5:00 p.m.
Examination Date: Monday, April 10, 2017 at 8:00 a.m.

PLEASE PRINT

Today's Date: _____

Last Name: _____ First Name: _____

Address:
_____

_____

Contact Phone Number: _____

Signature: _____

FORM OF PAYMENT (PLEASE DO NOT SEND CASH IN THE MAIL)

_____ Check _____ Money Order
(Make payable to the City of Carbondale)

CREDIT CARD PAYMENTS

_____ Visa _____ Master Card _____ Discover

Mail completed form to:

City of Carbondale
City Clerk's Office
P.O. Box 2047
Carbondale, IL 62902-2047

Credit Card Number: _____

Expiration Date: _____ **Amount: $15.00** ***(non-refundable)***

Signature: _____

By signing above you are authorizing the City of Carbondale to process your credit card for the non-refundable Police Examination Application Fee of $15.00.