

Pana Police Department  
Application Packet

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**Pana Police Department**  
**118 E. 3rd Street**  
**Pana, Il. 62557**  
**(217) 562-2141**

## **Police Applicant Instructions**

Applications must be returned on or before **May 8, 2026**.

Please return the following:

- All forms must be accurately and legibly completed and signed in the application packet with cell phone and email contact information included
- A current photo must accompany the application
- Resume with application may be included with packet
- The authorization for release of personal information MUST be signed by a Notary Public

All applicants accepted and approved will be notified and requested to attend the written and physical fitness tests which will be held at the Pana Senior High School; **DATE TO BE DETERMINED**. The written test will take place first in the school library, followed by the physical exam. Those passing the written portion of the test will be allowed to proceed to the physical (P.O.W.E.R.) test. Please wear comfortable, appropriate clothing.

The school is located at 201 W. 8<sup>th</sup> St., in Pana. Parking is available on the south side of the school off of Chestnut Street, with entry to the south main entrance.

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**Police Officer Benefits Include:** Union membership representation, 10-hour working shifts; rotating 4 or 5 day work week with 3 or 4 days off. 9-step longevity wage scale with 2% increases, starting salary \$5,519.36/month with additional 8.91% pension contribution made by the City above your salary for downstate police pension plan. 13 paid holidays, 12 sick days of which 5 can be used as Personal days, excellent health and dental plans. A benefit of 50% individual health insurance premium coverage by the City until Medicare age for those who retire with 25 or more years of service.

**PANA POLICE DEPARTMENT**  
**118 EAST THIRD**  
**PANA, ILLINOIS 62557**  
**PHONE OFFICE 562-2141**

**JOB DESCRIPTION-PATROL OFFICER**

**GENERAL STATEMENT OF JOB**

UNDER GENERAL SUPERVISION, THE PATROL OFFICER WILL EXERCISE RESPONSIBILITY IN THE ENFORCEMENT OF STATE AND LOCAL LAWS RELATING TO PUBLIC SAFETY AND WELFARE. THE PATROL OFFICER WILL EXERCISE INDEPENDENT JUDGMENT IN DEALING WITH DANGEROUS OR UNUSUAL SITUATIONS. PHYSICAL CONFRONTATIONS MAY OCCUR WHEN CONTROLLING VIOLENT SUSPECTS / OFFENDERS. DECISIONS AT CRIME SCENES MAY BE CENTERED ON LIFE OR DEATH SITUATIONS. DECISIONS WILL BE BASED ON THE SAFEST PROCEDURES, AND THE PROCEDURES WILL BE FOLLOWED TO ENSURE SAFETY TO INDIVIDUALS INVOLVED, FELLOW OFFICERS AND THE PUBLIC. THE PATROL OFFICER MAY WORK UNDER STRESSFUL HIGH RISK SITUATIONS AND AT TIMES ALONE.

**TRAINING**

**(640) HOURS OF BASIC TRAINING AT AN APPROVED ACADEMY**  
**CONTINUING LAW ENFORCEMENT EDUCATION**

***MANDATORY TRAINING***

- HAZARDOUS MATERIAL FIRST RESPONDER
- BLOOD BORNE PATHOGENS
- FIREARMS
  - SEMI-ANNUAL (HANDGUN, *SHOTGUN*)
  - NIGHT SHOTS
  - RIFLE
- CIVIL RIGHTS
- CONSTITUTIONAL USE OF AUTHORITY
- CRISIS INTERVENTION
- DE-ESCALATION TECHNIQUES
- EMERGENCY MEDICAL RESPONSE
- FIREARMS RESTRAINING ORDER ACT
- HIGH RISK TRAFFIC STOPS
- HUMAN RIGHTS
- LAWS, SEARCH AND SEIZURE
- LEGAL UPDATES
- OFFICER SAFETY, COVER AND CONCEALMENT
- OFFICER WELLNESS
- PSYCHOLOGY OF DOMESTIC VIOLENCE
- REPORTING CHILD ABUSE AND NEGLECT
- SEXUAL ASSAULT TRAUMA INFORMED RESPONSE

***OTHER TRAINING***

- CRIME SCENE INVESTIGATION
- TRAFFIC CRASH INVESTIGATION
- DEATH INVESTIGATION
- DRUG INVESTIGATION
  - HOMICIDE INVESTIGATION
  - HOSTAGE / BARRICADED SUBJECT NEGOTIATIONS
  - OFFICER SURVIVAL
  - INTERVIEWING & INTERROGATION
  - GANG INVESTIGATION
  - RADAR & LASER SPEED ENFORCEMENT
  - TACTICAL REPORT WRITING
  - COMMUNICATION SKILLS

***SPECIALIZED TRAINING***

- BREATH ALCOHOL TESTING OPERATORS COURSE (40 HR.)
- STANDARD FIELD SOBRIETY TESTING (24 HR.)
- ADVANCED INTERVIEWING & INTERROGATION (32 HR.)
- JUVENILE OFFICER CERTIFICATION (32 HR.)
- CRIME SCENE TECHNOLOGY I, II, III (40 HOURS EACH)
- THERMAL IMAGING DETECTION/OPERATION
- NIGHT VISION OPERATION/TACTICS
- MOBILE DIGITAL VIDEO OPERATIONS
- ACTIVE SHOOTERS/BARRICADED SUBJECTS
- NATIONAL INCIDENT MANAGEMENT SYSTEM TRAINING

**DUTIES AND RESPONSIBILITIES**

**PATROL (*CRIMINAL & TRAFFIC*)**

- TRAFFIC SAFETY-CONTROL
- HIGH VISIBILITY PATROL
- MOTORIST ASSISTS
- TRAFFIC ESCORTS

**TRAFFIC ARRESTS (*ADULT & JUVENILE*)**

- ILLINOIS VEHICLE CODE VIOLATIONS
- SPEED ENFORCEMENT
- DUI ENFORCEMENT
- EVIDENCE PROCESSING
- EVIDENCE CHAIN OF CUSTODY
- PROCESSING & TRANSPORTATION OF OFFENDERS
- DETAILED REPORT WRITING
- CASE PREPARATION FOR PROSECUTION
- COURTROOM TESTIMONY

**TRAFFIC CRASH INVESTIGATIONS (*ADULTS & JUVENILES*)**

**CRIMINAL INVESTIGATIONS / CRIMINAL ARRESTS / SURVEILLANCE**  
*(ADULTS & JUVENILE)*

- ILLINOIS COMPILES STATUTES VIOLATIONS
- ILLICIT DRUGS/CONTROLLED SUBSTANCES/SCHEDULED DRUGS
  - VIOLATION METH CONTROL ACT
  - VIOLATION CONTROLLED SUBSTANCE ACT
  - VIOLATION DRUG PARAPHERNALIA ACT
  - VIOLATION CANNABIS CONTROL ACT
- HOMICIDE INVESTIGATIONS
- DOMESTIC VIOLENCE/ABUSE
- ORDER OF PROTECTION VIOLATIONS
- BATTERY
- UNLAWFUL USE OF WEAPONS
- SEX CRIMES
- CHILD ABUSE/SEX CRIMES
- BURGLARY
- THEFT
- CRIMINAL DAMAGE TO PROPERTY
- EVIDENCE COLLECTION-CRIME SCENE PROCESSING
- PROCESSING & TRANSPORTATION OF OFFENDERS
- DETAILED REPORT WRITING
- CASE PREPARATION FOR PROSECUTION
- COURTROOM TESTIMONY
- SUICIDAL SUBJECTS
- HOSTAGE-BARRICADED SUBJECTS/NEGOTIATIONS

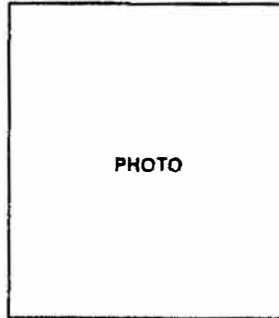
***OTHER DUTIES***

- PROVIDE ASSISTANCE TO VARIOUS LAW ENFORCEMENT AGENCIES
- COMMUNITY ORIENTED POLICING-PROJECTS
- ALL OTHER DUTIES ASSIGNED

**PANA POLICE DEPARTMENT  
APPLICATION FOR EMPLOYMENT AS POLICE OFFICER  
BOARD OF FIRE AND POLICE COMMISSIONERS**

(type or print in blue or black ink only)

THIS APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY



(A PHOTO MUST ACCOMPANY THIS APPLICATION)

Last Name, First Name, Middle Name		Date of Birth		Social Security Number		Today's Date	
Current Address (include City, State & Zip Code)			Sex	Marital Status		How Long at this Address	Telephone Number
Previous Address (include City, State & Zip Code)						How Long at this Address	
Previous Address if above less than 4 years					Do You Own a Car	Date You Can Start	
Type of Work Desired					Driver's License Number		

Would you mind if we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, why not? \_\_\_\_\_

**EMPLOYMENT** List all Present and Past Employment Starting with the Most Recent

▶ 1	Firm Name	Telephone Number	Employed (Mo/Yr)	From	To
	Address (include City, State & Zip Code)			Position Held	
	Supervisor or Dept. Mgr.	Reason for Leaving			
	Describe Job Duties				
▶ 2	Firm Name	Telephone Number	Employed (Mo/Yr)	From	To
	Address (include City, State & Zip Code)			Position Held	
	Supervisor or Dept. Mgr.	Reason for Leaving			
	Describe Job Duties				
▶ 3	Firm Name	Telephone Number	Employed (Mo/Yr)	From	To
	Address (include City, State & Zip Code)			Position Held	
	Supervisor or Dept. Mgr.	Reason for Leaving			
	Describe Job Duties				
▶ 4	Firm Name	Telephone Number	Employed (Mo/Yr)	From	To
	Address (include City, State & Zip Code)			Position Held	
	Supervisor or Dept. Mgr.	Reason for Leaving			
	Describe Job Duties				

**POLICE RECORD**

List all arrests, convictions, or other dispositions for any criminal or traffic violation of the laws of the United States, any State, Territory or other governmental subdivision:

Date	City and State	Charge	Disposition

Do you have a valid driver's license?  Yes  No      Class \_\_\_\_\_ License Number \_\_\_\_\_  
 In what state? \_\_\_\_\_

Do you have any restrictions?  Yes  No      If yes, explain \_\_\_\_\_

Has your license ever been suspended or revoked?  Yes  No      If yes, explain \_\_\_\_\_

State Law prohibits any individual who has ever been classified as a conscientious objector from being appointed to the Police Department.  
 Have you ever been classified as a conscientious objector?  Yes  No

Are you a U.S. Citizen?  Yes  No

Have you ever been known by another name?  Yes  No

List name/s by former marriages, maiden name, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Have you ever been a Law Enforcement Officer or held a similar position? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position	Location	Date (From)	(To)

Have you ever applied for a law enforcement position in any other federal, state, county, or municipal agency?

Date/Year	Agency and Address	On any Eligible List?

List five persons (not relatives of yourself or spouse) who have known you at least five years as references to your character, integrity, honesty, personality, and qualifications for an appointment with the Pana Police Department.

Name	Address and Zip	Work and Home Telephone No.	Relationship	Occupation	Years Known

### CREDIT REFERENCES

List three credit references. (Businesses, banks, etc.)

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

### ORGANIZATIONAL AFFILIATION

Were you ever or are you now a member of any civic, professional or social organization? Yes  No  If yes, list below:

From	To	Name of Organization	Address	Type of Organization
Mo./Yr.	Mo./Yr.			



## **AFFIRMATIVE ACTION FOR EQUAL OPPORTUNITY EMPLOYMENT**

The Civil Rights Act of 1964 and The Americans with Disabilities Act of 1990 prohibit discrimination in employment practices because of race, color, religion, sex, national origin, or disabilities. As an Equal Opportunity Employer, the Pana Police Department and the Board of Fire and Police Commissioners encourage all potential applicants regardless of race, sex, color, religion, national origin or ancestry or disability to apply for positions with the Pana Board of Fire and Police Commissioners list.

### **Medical Examination/Physical Examinations**

I understand and agree if I am successful in this application/testing process, an Eligibility List will be established and someone will be selected from this list by the Board of Fire and Police Commissioners as a qualified person for the job of a Police Officer for the City of Pana, Illinois. I understand and agree upon being offered an employment position, I will be required to undergo a medical examination and the offer is conditioned on the results of the medical exam if that exam discloses any disability that is job-related and necessary for the conduct of the job of police officer and no reasonable accommodation would make it possible to perform the essential job functions of the office of Police Officer. I further understand and agree that once hired as a police officer, I may be required to submit, with all other employees similarity situated, to a medical examination and that my continued employment as a police officer will be conditioned on the results of those medical examinations if any examination discloses any disabilities that is job related and necessary for the conduct of the job of police officer and no reasonable accommodation would make it possibly for the police officer to perform the essential job functions of that office.

The facts set forth in my application for employment are true and complete. I understand that if employed, false information on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal employment record and to obtain information through personal interviews or correspondence with persons listed as personal references.

If I do not complete all facets of the employment process, this application can be voided. In order to be eligible for future considerations, I must reapply.

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

**\*\*Applicants must complete attached "Authorization for Release of Personal Information"**

# **Pana Police Department**

## **Authorization for Release of Personal Information**

I \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records concerning myself, whether the said records are of a public, private or confidential nature, to any duly authorized agent of the Pana Police Department or Board of Fire and Police Commissioners bearing this release or a copy thereof, within one year of it's date.

The intent of this authorization is to give my consent for full and complete disclosure of my educational, medical, employment and credit records of educational institutions; employment and pre-employment records, including but not limited to background reports, efficiency ratings, complaints, or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest; and any records of a police department or other law enforcement agency; financial institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings), and other financial statement and records wherever filed.

I hereby direct you, as the custodian of such records, to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Pana Police Department and the Board of Fire and Police Commissioners.

I understand that any of the information obtained by a personal 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 Pana Police Department. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the City of Pana, the Pana Police Department, their members, employees, agents and assigns, and the Board of Fire and Police Commissioners from any and all liability which may be incurred as a result of collecting and utilizing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

# Pana Police Department

## Authorization for Release of Personal Information

I have fully read and fully understand the contents of this AUTHORIZATION OF RELEASE OF PERSONAL INFORMATION.

Full Name: \_\_\_\_\_  
(Signature)

Full Name: \_\_\_\_\_  
(Typed or Written)

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

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

**APPENDIX A Physical Fitness Standards**

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 important in minimizing lower back problems. The test involves stretching out to touch the toes beyond the extended arms from the sitting position. The score is in the inches reached on a yard stick with 15" being at the toes.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: Sit and Reach	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
1-14-91	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
<b>12-15-22</b>	<b>14.4</b>	<b>13.0</b>	<b>12.0</b>	<b>10.5</b>	<b>17.0</b>	<b>16.5</b>	<b>15.0</b>	<b>14.8</b>

2. ONE 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 an important area for maintaining good posture and minimizing lower back problems.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: One Minute Sit Up Test	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
1-14-91	37	34	28	23	31	24	18	13
<b>12-15-22</b>	<b>33</b>	<b>30</b>	<b>24</b>	<b>19</b>	<b>24</b>	<b>20</b>	<b>14</b>	<b>10</b>

3. ONE 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.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: Bench Press	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
1-14-91	98%	87%	79%	70%	58%	52%	49%	43%
<b>12-15-22</b>	<b>88%</b>	<b>78%</b>	<b>72%</b>	<b>63%</b>	<b>51%</b>	<b>47%</b>	<b>43%</b>	<b>39%</b>

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.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: 1.5 Mile Run	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
1-14-91	13:46	14:31	15:24	16:21	16:21	16:52	17:53	18:44
<b>12-15-22</b>	<b>14:00</b>	<b>14:34</b>	<b>15:24</b>	<b>16:58</b>	<b>16:46</b>	<b>17:38</b>	<b>18:37</b>	<b>20:44</b>