



# DARIEN POLICE



JOSEPH MARCHESE  
Mayor

GREG THOMAS  
Chief of Police

JASON NORTON  
Deputy Chief

1710 Plainfield Road  
Darien, Illinois 60561-5044  
Administration 630.971.3999  
FAX 630.971.4326  
Police Response 9-1-1  
[www.darien.il.us](http://www.darien.il.us)

**POLICE COMMITTEE**  
**January 16, 2023**  
**6:00 P.M.**  
**Police Department Training Room**  
**1710 Plainfield Road**

1. Call to Order
2. Public Comment and Communications
3. Approval of Meeting Minutes from December 19, 2022
4. A motion authorizing the expenditure of budgeted funds up to \$10,000 to conduct testing to establish an eligibility list from which to hire police officers to fill anticipated openings.
5. 2<sup>nd</sup> Student Resource Officer Discussion
6. Next Meeting Date – February 20, 2023
7. Adjournment



# DARIEN POLICE



JOSEPH MARCHESE  
Mayor

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Chief of Police

JASON NORTON  
Deputy Chief – Operations Commander

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**POLICE COMMITTEE  
December 19, 2022  
Rescheduled Meeting Minutes  
Police Department Training Room  
1710 Plainfield Road**

**1. Call to Order**

The meeting was called to order at 6:45 p.m. in attendance were Chairman Kenny, Aldermen Chlystek and Alderman Vaughan and Chief Thomas.

**2. Public Comment and Communications**

There was no public comment or communications.

**3. Approval of Meeting Minutes from the July 18, 2022 meeting**

Alderman Chlystek motioned to approve the minutes seconded by Alderman Vaughan. The minutes were unanimously approved.

**4. Approval of the Meeting Minutes from the June 20, 2022 meeting**

There was a correction made on the minutes from June 20, 2022 meeting. The minutes were resubmitted and unanimously approved.

**5. Agenda Memo – A resolution authorizing the purchase of Tasers, Body Worn Cameras and In-Car Cameras**

Chief Thomas advised that he is asking for three items under a 5-year budget. The department Tasers are at the end of their life and need to be replaced. Axon bundles Tasers, Body Worn Cameras and In-Car cameras into a 5-year package with very good pricing. Chief asked Mr. Vana today if everything was okay with this process and he said yes. Chief also received an email from City Attorney John Murphey regarding this contract stating that no obligation to Axon, form okay to bring to City Council for approval tonight. Axon is the only vendor who sells Tasers and for this reason they are a sole source. Chief briefed the committee on the features of all three products. Under the Safe-T-Act the department is mandated by state statute to use body worn cameras by January 1, 2025. Chief believes we should implement them earlier. Chief stated that many companies manufacture body worn cameras, but he would only consider two companies Axon and WatchGuard because we have a relationship with both. Chief said he would discount WatchGuard and explained to the committee his reasons for this decision and

the issues that we have had with the company's product that we use. Axon has very good software with excellent redaction capabilities and plenty of storage. The replacement of the Tasers was budgeted for this year and will come out of budgeted funds. The body worn cameras will come out of Equitable Sharing funds. The department will also apply for a grant which will pay 50% of the cost if awarded. IRMA also has a \$10,000 reimbursement grant that will be applied for after the purchase is made. The server for the in-car cameras is starting to fail as well as some of the cameras so the department will need to replace them too. The in-car cameras purchase cost will come out of budgeted funds. Due to supply chain issues the cameras won't be available for another 10-12 months. Alderman Kenny asked if the current failing cameras are compromising the officer's ability to do their jobs. Chief advised that we are able to swap out different squads if one camera is not working. Alderman Vaughan asked if Axon will provide training for officers with the new body worn cameras and how to download the software. Chief confirmed Axon will provide training and the cameras will automatically download the software when the officers place their cameras in the station's charging dock at the end of shift.

Alderman Kenny asked for a motion to approve. Alderman Vaughan motioned to approve seconded by Alderman Chlystek. The motion was unanimously approved.

6. **Next Meeting Date – January 16, 2023**

7. Adjournment

**Alderman Vaughan motioned to adjourn seconded by Alderman Chlystek. The meeting was adjourned at 6:55 p.m.**

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

Alderman: \_\_\_\_\_  
Thomas Chlystek

Chairman: \_\_\_\_\_  
Joseph Kenny

Alderman: \_\_\_\_\_  
Lester Vaughan

**AGENDA MEMO**  
**Police Committee**  
**January 16, 2023**

**ISSUE STATEMENT**

A motion authorizing the expenditure of budgeted funds up to \$10,000 to enter into an agreement with I/O Solutions to conduct testing to establish an eligibility list from which to hire police officers to fill anticipated openings.

**BACKGROUND/HISTORY**

The current list of eligible candidates for the position of police officer expires August 3, 2023. It is expected that during the two years that the list of candidates are eligible for hire (08/4/23 – 08/03/25) the police department expects police officers to leave service thereby requiring replacement.

The actual costs cannot be determined at this time. It is unknown how many individuals will submit an application, how many will attend the written examination and how many individuals will advance to an oral interview. However, based on similar assumptions (what occurred during last establishment of an eligibility list) applied to each vendor’s proposal a comparative estimate could be derived (see below).

The budgeted amount in account 01-40-4205 “Police Officer List” is \$10,000 as of January 12, 2023.

**Proposals/Bids**

<b>I/O Solutions</b>	<b>\$7,665</b>
<b>Stanard &amp; Associates</b>	<b>\$11,815</b>
<b>Cops &amp; Fire</b>	<b>\$10,108</b>

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approval of a motion authorizing the entering of an agreement with I/O Solutions to conduct the testing and administration of the testing to establish an eligibility list from which probationary officers can be hired. Staff further recommends the funds for such agreement come from account 01-40-4205.

**ALTERNATE CONSIDERATION**

As recommended by Staff.

**DECISION MODE**

This item will be placed on the February 6, 2023 agenda for formal Council consideration and approval.

2023 Entry Level PO Testing Quotes

IO Solutions				Cops & Fire				Stanard & Associates				Testing for Public Safety				
Project Components	Unit Cost	#Applicants	Total	Project Components	Unit Cost	# Applicants	Total	Project Components	Unit Cost	#Applicants	Total	Project Components	Unit Cost	#Applicants	Total	
Job Application Processing		35	100	3,500	Job Application Processing Only offered with online app-processing min. 35 applications purchased	\$22.60 plus paypal fee of \$1.60 per application	100	\$2,260	Job Application Process \$1,500 Minimum Client will use the The National Police Officer Selection Test (POST)	\$45 Paid by Applicant Directly to S&A City will be charged \$10 difference	100	\$4,500 Paid by applicant to S&A	Job Application Process	Not Offered		
Post Job/Advertising	\$75+Cost of Ad (\$250)	n/a		\$325	Post Job Advertising *No fee if we use their online application process	\$298 for Blue Line Ad for 30 days		\$298	Post Job/Advertising	\$ 350		\$350	Post Job/Advertising	Not Offered		NA
Written Examination Provision, Administration and Scoring		30	85	\$2,550	Written Exam Fee Using Online Validation Program	\$30	85	\$2,550	Exam Provision, Administration and Scoring	Included in \$45 applicant fee paid directly to Stanard			Written Aptitude Testing		30 or less	\$ 3,375
					Application of Preference Points and Initial and Final Eligibility Registers			\$450	Communication Fee Collecting outstanding or missing docs Sending Oral Interview Date and Time Reminders	\$ 750	per 100	\$750		\$ 25	30 or more	
									Compiling Eligibility List Fee	\$190	per hourx16	\$3,040	Additional Monitor fee	\$400/monitor	100 or more	\$ 350
													Travel Fee	\$200/Trip		\$ 150
													Overnight Accomodations	\$150/night		\$ 150
Oral Interview Development		n/a	n/a	\$4,790	Oral Interview	\$1,900 per 5-hour session up to 25 applicants per day	75	\$7,600	Oral Board Fees- SME fee	\$ 3,800		\$3,800	Oral Interview Development	\$ 3,275	100	\$ 3,275
					Application of Preference Points and Initial and Final Eligibility Registers			\$450	Oral Board Consultant Fee On-Site Administrator Travel and meal expenses not included \$1,250 per day	\$ 1,250		\$1,250+	Includes training of interview board and (1) interview monitor for up to (1) day			
													Additional Monitor fee for day 2+		400	800
									Oral Test Scoring Fee	\$15/candidate	85	\$1,275	Travel Fee x2 days	\$200/Trip		400
					Gross Cost with Online Validation Program				Prepare and Print Oral Board Materials			\$350	Overnight Accomodations	150/night		300
					Gross Cost without Online Validation Program			\$13,608					Gross Cost			8683
Gross Cost				\$ 11,165					Reimbursed Applicant Fees			N/A				
Reimbursed Applicant Fees	-35	100		\$ (3,500)	Reimbursed Applicant Fees	-35	100	\$ 3,500	Final Cost to DPD w/out Onsite Oral Board Admin			\$11,815	They do not offer two of the major services we passed on them in 2021 for this reason			
Final Cost to DPD				\$ 7,665	Final Cost to DPD with Online Validation Program			\$10,108								

Cost estimates based on the following:

100 applications purchased

85 sit for written exam

Application fee of \$35

## Darien Police Department Testing

<b>Police Officer Testing</b> <i>Cost Estimate</i>			
<b>Project Components</b>	<b>Unit Cost</b>	<b>#Applicants</b>	<b>Total</b>
<p><b>Job Application Processing</b> IOS will send out a job advertisement notification to our network of Illinois fire science programs and criminal justice programs; post a job announcement and electronic application via our website; field applicant questions via toll-free phone, web-link and e-mail (your job advertisement will provide applicants with these points of contact); collect application fees required by your agency, collect electronic and supporting eligibility documents, review and verify applicant eligibility; provide electronic notification of eligibility status to candidates, submit a final list of eligible applicants; provide a database containing relevant applicant personal data; solicit and collect claims of preference; and compile electronic versions of each applicant's application package. Any application fees that are collected will be credited against the fees associated with the application management process.</p>	\$35	100	\$3,500
<p><b>Post Job Advertisement</b> IOS will post approved job advertisement on the Blue Line website</p>	\$75+Cost of Ad (\$250)	n/a	\$325
<p><b>Examination Provision, Administration, and Scoring</b> IOS to assist in organizing and administering the candidate orientation, including notifying candidates, collecting POWER cards and handling sign-in. IOS will provide a written examination for law enforcement officers or firefighters, administer the examination at a site provided by the agency, provide a sufficient amount of test proctors to handle sign-in and administration of the written exam, score the written examination, identify and impose the required cut-off score, and provide the agency with a Preliminary and/or Initial Eligibility List.</p>	\$30	85	\$2,550
<p><b>Oral Interview Development</b> Develop structured oral interview, review questions with subject matter experts, train commission on interview tool and scoring mechanisms, schedule candidates for interview, scoring interview and provide initial/final eligibility list. Client will be responsible for facilitating the interviews.</p>	n/a	n/a	\$4,790
<i>Gross Cost</i>			\$11,165
<i>Reimbursed Applicant Fees</i>	(\$35)	100	(\$3,500)
<b>Final Cost to Cooperative</b>			<b>\$7,665</b>

**Cost estimates based on the following:**

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100 applications purchased

85 sit for written exam

Application fee of \$35

**From:** [Amy Eitapence](#)  
**To:** [Rosemary Gonzalez](#)  
**Subject:** RE: Darien PD Entry Level Police Officer Testing 2023 Request for Quote  
**Date:** Thursday, December 1, 2022 8:10:30 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[Entry-level Cost Estimate 2023.xlsx](#)

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Good morning,

Thank you for considering IOS for your upcoming process! I've attached the cost estimate for the service outlined below. Please let me know if you have any questions.

Kind regards,  
Amy

Amy Eitapence, MA  
Manager - Recruitment Services  
[AEitapence@iosolutions.com](mailto:AEitapence@iosolutions.com)  
Phone: 708.223.4404  
[www.iosolutions.com](http://www.iosolutions.com) | [recruitment.iosolutions.com](http://recruitment.iosolutions.com)



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**From:** Rosemary Gonzalez <[rgonzalez@darienil.gov](mailto:rgonzalez@darienil.gov)>  
**Sent:** Wednesday, November 30, 2022 4:01 PM  
**To:** Amy Eitapence <[AEitapence@iosolutions.com](mailto:AEitapence@iosolutions.com)>  
**Subject:** Darien PD Entry Level Police Officer Testing 2023 Request for Quote

Good afternoon [Amy](#),

The City of Darien Police Department is seeking a vendor to manage and administer the job application and examination process for the City of Darien entry-level police officer hiring process.

The services needed include the following:

- Manage Advertisement
  - Develop a job informational sheet.
  - Post information sheet and job application on appropriate websites (e.g. theblueline.com).
  - Notify state criminal justice schools / colleges of the job posting.
- Manage Job Applications
  - Collect job applications and any required documents from applicants.
  - Collect a \$35.00 application fee from each candidate on the City of Darien's behalf.
  - Review electronic and paper applications to determine eligibility.
  - Respond to applicants via phone, e-mail and website to assist applicants in completing the application.
  - Notify candidates of any errors / omissions in the application submission approximately one week prior to the test date (grace period).
  - Collect corrected documents from applicants prior to test date.
- Manage Orientation
  - Advise candidates of the date, time and location of the orientation / written examination.
  - Sign-in candidates and assist as needed in orientation.
  - Verify candidates have passed the appropriate physical fitness test at time of orientation.
- Administer & Score Written Examination
  - Compile an eligibility list based on written test.
  - Notify candidates regarding their status by e-mail (or other means if electronic notice is not possible) of their score and ability to move onto the oral examination.
- Administer Oral Examinations
  - Darien sergeants and FPC Commissioners as interviewers.
- Compile the Initial Eligibility List
  - Manage education, veteran and cadet points.
- Provide Final Eligibility Register

If you have any questions, please contact me.

Thank you,



**Rosemary Gonzalez**  
Administrative Manager  
FOIA Officer

Darien Police Department  
1710 Plainfield Road  
Darien, IL 60561

**Main Phone:** 630-971-3999  
**Fax:** 630-971-4326  
**Email:** [rgonzalez@darienil.gov](mailto:rgonzalez@darienil.gov)



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**Looking for a more efficient and less costly way to recruit personnel?**

## **Let Stanard & Associates handle the application process for your agency at NO COST to you!**

Stanard & Associates (S&A), the leader in public safety testing, is pleased to announce ApplyToServe.com, an online employment application management service designed to make public safety application processes and employee hiring a breeze. ApplyToServe.com can be used for entry-level police, fire, dispatcher and correctional officer hiring.

This comprehensive program handles all facets of the application process, including (1) distributing and collecting candidate applications; (2) organizing, verifying and recording required documentation; (3) answering applicant inquiries; and (4) producing a complete listing of eligible applicants ready to move on to the next phase of the hiring process.

With ApplyToServe.com, your own staff will be freed from the time-consuming and tedious tasks associated with the application process. Best of all, the cost of ApplyToServe.com can be covered entirely by a fee charged directly to the applicants, resulting in a tremendous cost savings to your agency versus traditional application processes.

### **Here's what applicants have to say about ApplyToServe.com:**

*“Every police application should be online and use this format.”*

*“Easiest and quickest online job application I have ever completed.”*

*“ This was one of the easier application processes I have completed. The ability to electronically file the application and requested documents enabled me to complete the materials in a timely fashion.”*

*“Superb Customer Service. Thank you so much for your professional services!”*

*“Really liked the fact that I could scan and upload needed documents instead of having to turn them in personally. It was very convenient.”*

**Click Here to See a Demo**



**ApplyToServe**

A DIVISION OF STANARD & ASSOCIATES, INC.

With ApplyToServe.com, you can streamline your hiring process, save money, and expedite the time it takes to put qualified public safety personnel on the job. For more information about ApplyToServe.com, or to schedule a conference call to discuss in more detail, [click here](#).

## SERVICES AGREEMENT

This contract is entered into by and between Stanard & Associates, Inc. ("Stanard") and the City of Darien, Illinois, ("Client").

### 1. Scope of Services.

(a) Professional Services. During the Term of this Agreement Stanard agrees to provide to Client with the Services identified in the attached Exhibit 1 (also referred to herein as the "Services"), for the fees set forth in the attached Exhibit 2, on the terms and conditions set forth in this Agreement.

(b) Client Records. Stanard & Associates, Inc. will remit to the Client all applications, exam scores and client application documents, records and materials related to the application process for recordkeeping, although Stanard will not be required to provide any proprietary test content/test materials as part of these records.

(c) Additional Support. Stanard will provide validation information and studies and litigation support related to the exams provided under this Agreement. Any additional consulting or litigation support will be billed at applicable hourly rates under separate terms.

(d) Services are Not Legal Advice. Stanard provides Clients with professional testing services and information on the hiring process. The services provided under this Agreement do not encompass legal advice and are not intended to entail legal advice to Clients regarding application of Stanard's service under specific conditions. Clients are solely responsible for their compliance with the law in every specific instance.

### 2. Client Responsibilities.

(a) Cooperation and Assistance. Upon Stanard's reasonable request, Client will dedicate necessary resources and designate and make reasonably available a contact for consultation and cooperation to the extent necessary in order to facilitate Stanard's performance of the Services. Stanard's performance of its obligations hereunder shall be excused to the extent its performance is adversely impacted by such failure or delay; but Client will nonetheless remain obligated, subject to the terms of this Agreement, to pay Stanard as though they had been fully performed during such period.

(b) Client to Set Standards for Recruitment. In order to facilitate performance of the Services under this Agreement, Client shall provide Stanard with the eligibility requirements for positions and shall inform Stanard & Associates of any requirements provided under rules, policies, contracts or other provisions by which Client is bound that apply to the recruitment or testing process.

(c) Client to Establish Fees and Processes. Client is solely responsible for determining and setting an application or examination fee, if applicable, and for determining the application processes. Client also shall have sole responsibility to determine if and when a fee waiver will be granted for candidates with financial hardship. Stanard and the Client will determine a mutually agreeable time and date for each stage of the application process.

### **3. Payments.**

(a) Fees. Fees as set forth in Exhibit 2 will be invoiced to Client on a monthly basis in advance and are due and payable by Client thirty (30) days from the date of Client's receipt of an invoice that is not the subject of a good faith dispute. In the event Client disputes an invoice in good faith, Client shall pay the undisputed portion, if any, by the due date of such invoice.

(b) Expenses. Unless otherwise set forth in Exhibit 2, Client will also reimburse Stanard for actual and reasonable travel and living expenses incurred in providing Client with the Services under this Agreement, with reimbursement to be on an as-incurred basis. Expenses will be invoiced to Client on a monthly basis in arrears and are due and payable by Client thirty (30) days from the date of the invoice.

**4. Insurance and Indemnification.** (a) Insurance. Stanard shall purchase and maintain at all times during the term of this Contract professional liability insurance with coverage limits of no less than two million dollars (\$2,000,000.00) per occurrence and four million dollars (\$4,000,000.00) in the aggregate.

(b) Indemnification. Subject to applicable law, Client will defend, indemnify, hold Stanard, its agents and employees, officers and directors harmless from and against any loss, cost and expenses (including settlement and fees) incurred by Stanard from any third party claim arising out of or related to eligibility requirements, qualifications, establishment of the hiring process, determination and collection of application or examination fees, interviews, evaluation, pre-employment and employment decisions, and all other aspects of the Client's hiring and employment functions related to the Services, except such claims arising out of Stanard's sole negligence or willful misconduct in providing services under this Agreement. This obligation will survive termination or expiration of this Agreement for any reason.

**5. Independent Contractor.** It is understood and agreed that Client and each employee, on the one hand, and Stanard and each Stanard employee, on the other hand, are acting as independent contractors in performance of its obligations hereunder. Nothing herein contained shall be construed as creating the relationship of principal and agent, or employer and employee, or partnership or joint venture between Stanard and Client, or between a party and any employee of the other party. Both parties acknowledge that Stanard is not an employee for state or federal tax purposes or for any other purpose.

CITY OF DARIEN, ILLINOIS

STANARD & ASSOCIATES, INC.

By: \_\_\_\_\_

By: Michael J. Stana  
\_\_\_\_\_

Title: \_\_\_\_\_

Title: Vice President

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

Date: 12/14/22

## **EXHIBIT 1**

### **Scope of Services**

The services Stanard & Associates, Inc. provide in administering the application process to the extent authorized by applicable laws are set forth below. In all regards, the City retains sole and final authority to make decisions regarding the application process and selection of candidates for employment as a Police Officer.

#### 1. Application

Client will notify Stanard of applicable Commission requirements and procedures.

Stanard will prepare the application packet.

Client will review the application packet.

Stanard prepares final application packet per Client's direction.

Stanard creates a landing page on its website to host application.

Darien directs applicants to Stanard's website landing page, [ApplyToServe.com](http://ApplyToServe.com) including through published notices and on Client's website, informing candidates of process for obtaining an application.

Stanard collects fees established by Darien pursuant to one or more of the following as applicable: 55 ILCS 5/3-8010 of the Illinois Counties Code; 65 ILCS 5/10-1-9 of the Illinois Municipal Code, Civil Service in Cities; 65 ILCS 5/10-1-7.1(c) of the Illinois Municipal Code, Board of Fire and Police Commissioners Act; or pursuant to Client's authority under Article VII of the Illinois Constitution.

Stanard will screen applications broadly to determine if the application was timely filed and is complete per Client's requirements and will prepare a file on each candidate's application packet reflecting all information received. Your applications will be reviewed to determine whether appropriate documentation was provided in compliance with your minimum job requirements, as listed on the job application landing page. For your reference, those requirements can be found on the final job application preview and job ad that will be sent to you before the application launched. Additionally, our staff will conduct a review of the following areas and indicate notes in the comments section of the initial eligibility roster, as relevant for your convenience:

1. Missing documentation required as part of the application;
2. Felony/misdemeanor charges and/or convictions as an adult;
3. Preference points documentation submitted;

Ultimately it is the decision of the Client to determine how to proceed with the Eligible/Further Review, Missing Documentation, or Ineligible marked applicants (i.e., those marked as missing, allow additional time to submit documents and if so, a date prior to the written or at exam check-in, or Ineligible to proceed).

A more thorough review of your applications is advised after we provide the individual application reports to you on a thumb-drive or via secured web download at the time of the written examination or soon thereafter once we have collected any additional missing documents on your behalf.

Client will identify those individuals eligible to participate in the testing process.

Stanard will communicate with all individuals eligible to participate in the respective testing process and will include directions per Client regarding attendance at any mandatory orientation and the written examination.

Stanard will communicate to ineligible candidates that Darien has determined the individuals are no longer eligible to proceed in the testing process.

## 2. Written Examination

Client will use The National Police Officer Selection Test (POST) for the written exam. S&A will administer the written exam (or City will utilize online remote testing exam option). S&A will score the POST and provide results to Client.

Client will arrange the date, time and place of the written examination.

Stanard will publicize the examination date, time and place to candidates determined by Client to be eligible to participate in the written examination.

### **Optional Service Add-Ons: If requested by Client**

#### Additional Communications with Applicants (Part 1)

S&A collects any outstanding or missing documents after written exams administered  
S&A sends Oral Interview date and time reminder emails.

**Cost for Part 1:** \$750.00 per 100 applicants

#### Additional Communications with Applicants (Part 2)

Request documentation for preference points at a later stage of application process  
Calculate all preference points and prepare final eligibility list  
Once list is certified by Darien, send final notification to all eligible applicants

**Cost for Part 2:** Will be billed at the hourly rate of \$190.00 per hour



## **Exhibit 2**

December 14, 2022

Ms. Rosemary Gonzalez  
Administrative Manager  
Darien Police Department  
1710 Plainfield Road  
Darien, IL60561

Sent via email: [rgonzalez@darienil.gov](mailto:rgonzalez@darienil.gov)

Dear Ms. Gonzalez,

Below is the methodology and costs for Stanard & Associates, Inc. to host the City of Darien's police officer application process, which may include S&A administering the exam (or the City will use the online remote testing option) and scoring the written exam component utilizing The National Police Officer Selection Test (POST).

1. Stanard & Associates, Inc. (S&A) prepares the online application packet (using existing information from Darien on S&A application forms) and provides documents to the City of Darien for review.
2. Darien provides feedback to S&A on minimum hiring requirements, application documents, etc. and S&A revises documents accordingly. While there is some flexibility in creating the final application content, please note that there are some sections of the ApplyToServe application platform that cannot be revised or changed.
3. Stanard & Associates, Inc. creates a landing page on its website to host the Darien police officer application. The City of Darien includes the dedicated S&A website landing page information in all advertisements for the police officer process and on the Darien website, instructing candidates to visit [www.ApplyToServe.com](http://www.ApplyToServe.com) to purchase an application.
4. S&A accepts applications on behalf of Darien through the application deadline date. (S&A will provide a Job Applicant Help Desk email address for candidates to email S&A with any questions on the application process. S&A will respond to candidate's emails during normal business hours (Monday-Friday 8:30 a.m. to 5:00 p.m.).

5. S&A will review all applications, including submission of all required documents. S&A will prepare a digital PDF file of each candidate's application packet for Darien.
6. Once the application deadline has passed, S&A will schedule a conference call with the City of Darien Board of Fire and Police Commissioners or other body sponsoring the process to review all applications if needed. S&A will provide a list of candidates who have submitted required documentation as well as those candidates who have incomplete applications. Ultimately, we will defer to the City of Darien on those candidates who are ineligible to move on in the testing process.
7. After the application deadline has passed, S&A will send an e-mail to all individuals letting them know their status in the process. Individuals who have successfully submitted their application will receive instructions on attending any mandatory orientation and written examination.

Those individuals that have submitted incomplete or late applications, or who do not submit their application, will also receive an e-mail letting them know they are no longer eligible to proceed in the testing process.

8. Prior to any mandatory orientation, S&A will turn over all submitted application documents on a USB flash drive to Darien for their records. S&A will also prepare a list of candidate names to assist with check in at any orientation, written test, etc.

The fee for this service is \$45.00 to be paid by the applicant directly to Stanard & Associates, Inc. If the City charges a \$35.00 application fee, S&A will invoice the City \$10.00 for each applicant to meet the \$45.00 fee. However, for any candidates granted a fee waiver by the City, S&A will invoice the City for those waived fees. This \$45.00 fee covers S&A hosting the application process as stated above and the cost for the written exam booklets and scoring of the exams. If an in-person test administration is to take place, S&A staff can administer the test at a rate of \$750.00 per test proctor per session plus travel related expenses. Alternatively, if an online remote testing is preferred, the City may wish to utilize our online remote testing option where candidates may take the exam at their home/location provided they have a computer and internet connection. Please note that the online version of the exam will not be proctored by S&A staff, although candidates will need to acknowledge the security agreement terms prior to being able to view any test content. S&A will invoice the City for travel related fees, such as mileage, tolls, and parking for an on-site in person test administration. All other meetings can be conducted via webinar or conference call.

A minimum of \$1,500.00 is required for the preparation and management of the online employment application process. If fewer than 34 applications are submitted by candidates, S&A will invoice the City of Darien for the difference in fees to meet the \$1,500 minimum.

If an S&A consultant is required to attend a mandatory orientation to speak about the testing process, there will be a \$500.00 fee charge, plus travel-related expenses. If S&A staff coordinate the onsite check-in at the orientation that will be billed separately at \$350.00.

The written test used for police officer is The National Police Officer Selection Test (POST) which is a validated written test that was developed by Stanard & Associates. The POST will test candidates in the areas of Math, Reading Comprehension, Grammar, and Report Writing.

General terms:

- If needed, any additional administrative time and/or consulting (responding to candidate grievances, litigation support, expert witness testimony, depositions, statistical analyses, demographic data reporting, additional requests to download applications, attend special meetings, responding to agency or candidate queries after project deliverables have been provided, etc.) will be billed at our current hourly rates which are \$190.00 per hour for Bachelor's and Master's-level staff and \$275.00 per hour for Ph.D. - level staff. If needed, additional test administration sessions will be billed at a rate of \$750.00 per test proctor per session. Requests for copies, scanning, assembly, etc. of paperwork are billed at an administrative rate of \$45.00 per hour.
- Any shipping and handling, printing, and travel related expenses will be kept to a minimum and billed as incurred.
- If an in-person test administration is to take place, the City of Darien will be responsible for securing a location for the test administration.
- A contact person for this project will be designated by Darien and will be responsible for coordinating activities, such as providing S&A with requested information and scheduling meetings.
- While S&A strives to become familiar with each client's local circumstances, its consultants are not attorneys, and we rely on contact personnel or client's legal counsel to ensure processes and procedures adhere to local rules (e.g. Fire and Police Commission rules, bargaining agreements, etc.)



*Data for Decisions in Management*

- Work performed or meetings scheduled on weekends or outside of normal business hours requiring S&A's attendance or assistance will be billed at 1.5 times any quoted project rate.

Thank you for your time and consideration. We look forward to the prospect of working with you again. If you have any questions on the application process or the POST exam, please do not hesitate to contact me at 1- 800-367-6919 or via e-mail at [mike.thomason@stanard.com](mailto:mike.thomason@stanard.com)

Sincerely,

A handwritten signature in black ink that reads 'Michael J. Thomason'.

Michael J. Thomason  
Vice President

December 14, 2022

Ms. Rosemary Gonzalez  
Administrative Manager  
Darien Police Department  
Darien, IL 60561

Sent via email: [rgonzalez@darienil.gov](mailto:rgonzalez@darienil.gov)

Dear Ms. Gonzalez,

Thank you for your interest in our structured oral board interview development services. We welcome the opportunity to work with the Commission on this important component of the hiring process. Per your request, I have provided you with the pricing and options for developing an Oral Interview Program.

Since 1976, we have provided innovative, state-of-the art and legally defensible testing programs to public safety organizations throughout the United States. Our philosophy is to provide our customers with the most well researched testing products and services - as well as excellent customer service - at a good price. We've used this approach for over 40 years and our track record is a good one. With our help, over 2,700 agencies have hired or promoted candidates who continue to have a positive impact on their community.

### **Oral Board Component for Police Officer**

I have outlined the project steps and associated fees to develop an oral board interview program for your 2023 Police Officer hiring process:

- Step 1.** SME Meeting: An S&A industrial/organizational psychologist will meet with the Subject Matter Expert panel from Board of Fire and Police Commissioners and Darien PD. to establish the important dimensions for the job, and develop five oral interview questions to assess the dimensions and review the scoring criteria. This meeting may take place via videoconference.
- Step 2.** Development of Materials: An S&A consultant will prepare the following materials that will be needed to conduct the Oral Interview Boards.
- Oral Board Rater Guidelines
  - Rating Form
- Step 3.** Training: An S&A consultant will conduct a training session with the selected interview panel members. This meeting may take place via videoconference.



- Step 4.** Administration of Oral Interview: Typically, our client agencies administer the oral board component on their own. The number of days to complete the interviews will be determined by the number of candidates that ultimately sit for the process. If desired, and S&A consultant can be on site for an additional fee.
- Step 5.** Scoring: Upon completion, S&A can score the rating sheets and report the results to our authorized point of contact.

### **Police Officer Oral Board Fees**

The fees to complete this work is **\$3,800.00\*** to conduct the SME meeting (to reduce travel expenses these meetings can be conducted online), develop five questions with scoring criteria, train the interview panel and prepare interview panel member guidelines and rating forms.

One S&A consultant can be on site to coordinate the administration, but the interview panel will be able to conduct the interviews on their own. The cost is **\$1,250.00** per day for a Consultant on site, plus travel related expenses, tolls, mileage, meals, etc.

Prepare and print Oral Board Materials for 30 candidates **\$350.00**

If S&A scores the interviews the cost is **\$15.00 per candidate**. Alternatively, the City of Darien may wish to score the oral board component on its own.

### **General terms:**

- If needed, any additional administrative time and/or consulting (responding to candidate grievances, litigation support, expert witness testimony, depositions, statistical analyses, attend special meetings, responding to agency or candidate queries after project deliverables have been provided, etc.) will be billed at our current hourly rates which are \$190.00 per hour for Bachelor's and Master's-level staff and \$275.00 per hour for Ph.D. - level staff. Requests for copies, scanning, assembly, etc. of paperwork are billed at an administration rate of \$45.00 per hour. Additional oral board interview questions can be added for a fee of \$350.00 each.
- Any shipping and handling, printing, and travel related expenses will be kept to a minimum and billed as incurred.
- The City of Darien will be responsible for securing a location for the oral interviews that meets all CDC and Illinois Department of Health COVID Guidelines.
- A contact person for this project will be designated by Darien BOPC and will be responsible for coordinating activities, such as providing S&A with requested information and scheduling meetings. We anticipate this contact person could be the Chairman of the Board of Police Commissioners or his designee.



- While S&A strives to become familiar with each client's local circumstances, its consultants are not attorneys, and we rely on contact personnel or client's legal counsel to ensure processes and procedures adhere to local rules (e.g. Fire and Police Commission rules, bargaining agreements, etc.)
- Work performed or meetings scheduled on weekends or outside of normal business hours requiring S&A's attendance or assistance will be billed at 1.5 times any quoted project rate.
- S&A invoices for one-half payment up front and the other half upon completion.

Thank you for the opportunity to provide you with this price quote and we welcome the opportunity to work with the City of Darien, IL on this project and look forward to discussing this proposal further if requested.

If you have any questions or need any additional information, please do not hesitate to contact me at 312-553-0213, ext. 270.

Best regards,

A handwritten signature in black ink that reads 'Michael J. Thomason'.

Michael J. Thomason  
Vice President

**City of Darien, IL: Police Officer Oral Interview Development Process; Proposal Created December 14, 2022**

To accept all or part of our proposal and to authorize S&A to initiate work and carry out the project steps outlined above, please sign, date and fax or email back this page only to S&A at 312-553-0218 or [mike.thomason@stanard.com](mailto:mike.thomason@stanard.com)

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Authorized Signature from City of Darien, Illinois

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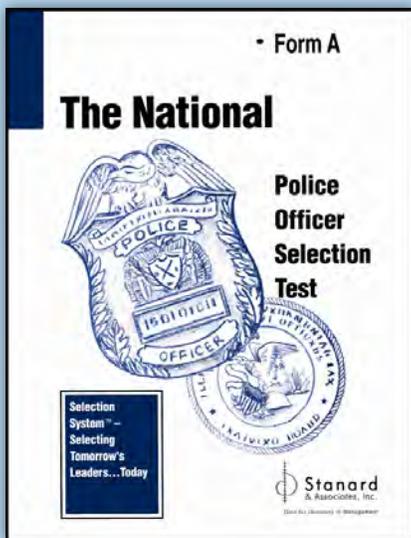
Date



# Hiring new officers?

## Use The National Police Officer Selection Test to improve your selection process.

The most important and challenging human resources issue facing law enforcement agencies today is recruiting and hiring new personnel. The National Police Officer Selection Test (POST) can help your department select the most qualified applicants by ensuring that candidates possess the basic skills necessary to successfully perform the job.



### Why use the POST?

- Inexpensive and efficient selection tool
- Four different forms are available
- Easy to administer
- Paper and Pencil and Online (including remote) versions available
- Can be scored by the department or by Stanard & Associates, Inc.
- Consists of questions directly related to police tasks
- Backed up by extensive research, including content and criterion-related validity studies
- Is associated with higher training academy performance and performance on the job
- Online candidate Study Guide and Practice test available to candidates
- Developed in accordance with EEOC and professional guidelines
- Complies with ADA requirements
- The POST exam is used for law enforcement officer selection by hundreds of agencies, including municipal, county, state and federal agencies

In addition, the POST has been mandated as the statewide entry-level test by the State of Iowa. The POST is the official test of 29 state Police Chief Associations. All of these agencies thoroughly researched the available exams and determined that those offered by Stanard & Associates, Inc. were of the highest quality.



*For over 40 years, Stanard & Associates, Inc. has been working with law enforcement agencies to select and promote the most qualified individuals to protect and serve our communities. Let us help you with your next hiring and testing process. To request additional information on the POST exam, or to schedule a conference call with an S&A Public Safety Sales consultant to discuss the exam in more detail, please [contact us at sales@stanard.com](mailto:sales@stanard.com) or [800-367-6919](tel:800-367-6919).*



## Select the best-suited personnel for your agency through structured oral interviews

With Stanard & Associates structured oral interview development services, you can better evaluate candidates for hire or promotion, and make sure your personnel can meet the challenging demands of the job.

It's no secret that public safety work is a challenging, difficult career. Law enforcement officers, fire service personnel, corrections officers, dispatchers, and many others are often tasked with making high-stress decisions as varied, complex situations unfold in real-time.

To make sure you're putting people in a position where they're able to excel in your agency while heightening your service to the community, the question remains — how can you better screen candidates who have the characteristics and attributes that define success in your agency?

Stanard & Associates offers [structured oral interview development services](#) to close the gap between a good candidate and the right candidate. We work with you to learn about your agency's needs, and with input from local experts, we develop customized, situational- and behavioral-based oral board interview questions and standardized evaluation guidelines.

Our customized oral interview programs are proven to be extremely effective at gathering information about a candidate's skills and abilities. These include, but are not limited to:

- Ability to communicate effectively
- Ability to work with others as part of a team
- Ability to reason and solve problems
- Ability to work effectively under stress
- Service orientation
- Supporting diversity
- Professional integrity
- Leadership
- Supervisory competence

By including a structured oral board interview process, you can:

- Easily administer the process to eligible candidates (easier / more efficient than an assessment center)
- Assess skills and abilities not evaluated in the written exam component (verbal communication skills)
- Provide a standardized process for all candidates
- Learn more about the candidates' views on a variety of important job-related areas of measurement
- Determine who is best suited to fill the target position and serve in your community

## How it works:

Whether you're hiring a new candidate for an entry-level position, or promoting a candidate to a leadership or command position, our consultants create structured oral board interview questions backed by carefully developed evaluation guidelines, as well as clear administration instructions to ensure a standardized process for all candidates. Following the interview process, you'll have the tools to gain valuable insight into a candidate's ability and skills, all while preventing unfair advantages.

New hires, for example, are given situational- and behavioral-based questions developed by our consultants in tangent with your agency's goals and local expertise, that requires them to demonstrate job-related skills and abilities.

Promotional interview programs use realistic scenarios, and candidates are evaluated on their ability to adapt to changing circumstances and successfully navigate the challenges presented, from a missing persons call for law enforcement to high-rise fires for fire service.

Our consultants also educate interview panel members (assessors) on common rater effects, training them to use the evaluation guidelines to rate candidates consistently.

Why choose Stanard & Associates: Since 1976, Stanard & Associates has helped over 2,000 police, fire, sheriff or correctional organizations in 49 of 50 states to better select and promote the most qualified candidates. We employ industrial and organizational psychologists familiar with public safety new hire and promotional processes, to develop concrete, successful interview programs backed by in-depth, proven psychological standards.

Our sales consultants and industrial psychologists would welcome the opportunity to learn more about your department's hiring and promotional interview needs, and we're ready to provide you with information and options to meet your goals.



**For more information, please contact a  
Stanard & Associates sales consultant at  
[sales@stanard.com](mailto:sales@stanard.com) or 800-367-6919.**



# C.O.P.S. and F.I.R.E.

## Personnel Testing Service



Comprehensive Options  
for Police Selection

Law Enforcement and Fire Service Testing Options

Firefighter Individual  
Readiness Evaluations

**“As President of C.O.P.S. and F.I.R.E. Personnel Testing Service, I bring you integrity, professionalism, and experience gained from many years committed to improving the evaluation and selection procedures for hiring and promoting public safety personnel.”**

*John P. Sidbeck, President*



Illinois Fire and Police Commissioners Association – Executive Member – 40 years  
Former Fire and Police Commissioner of Streamwood, Illinois  
Member of Illinois Association of Chiefs of Police and Illinois Fire Chiefs Association

**We are professional, competent, and reliable public safety human resource specialists, dedicated to serving you in a manner that will guarantee the success of your selection programs.**

**C.O.P.S. and F.I.R.E. Personnel Testing Service** is a long-standing leader in public safety personnel testing. Our staff is comprised of seasoned professionals directing each and every phase of the recruiting and testing process. John P. Sidbeck, Founder and CEO, along with staff clinical psychologist, Dr. Marc Oster, Director of Diagnostic Testing, and his associates specialize in the development of Law Enforcement and Firefighter evaluations.

Our Psychologists, Polygraph Specialists and team of experienced Employment Counselors are readily available to meet all of your testing requests. Each member of our Fire Service Promotion Assessors Panel is trained, certified and listed on the roster maintained by the Office of the Illinois State Fire Marshall. Our Advisory and Consulting Division is comprised of retired Senior Level Law Enforcement and Fire Service Professionals along with Human Resource Specialists who assist in developing all of our custom exams.

Our Physical Ability Proctors are all committed team members who have been through thorough training to provide efficient, objective, standardized scoring for each of the applicants. This enables our staff to complete a physical ability test in a fraction of the time that it would take for an inexperienced team to conduct the test.

All work is performed by our In-house Support Team, comprised of experienced counselors whose main goal is to accommodate the individual needs of each community and the public safety departments that we serve. Their attention to detail, efficiency, and courteous approach to all facets of their duties garners praise from all of our Clients.

With over 30 years of service, C.O.P.S. and F.I.R.E. Personnel Testing Service has established a reputation for providing communities with the finest men and women to hire for Law Enforcement and Fire Service careers.

*We have tested thousand of applicants; the very best are now serving communities throughout Illinois.*

Call for more information or an on-site presentation. ♦ 847-310-2677 ♦ John Sidbeck, President  
200 West Higgins Road, Suite 201 ♦ Schaumburg, IL 60195

Email: [copsandfiretest@aol.com](mailto:copsandfiretest@aol.com) ♦ Website: [copsandfiretesting.com](http://copsandfiretesting.com)

## Let us help you recruit and hire your new “American Heroes”

We proudly support the police officers and firefighters who put their lives on the line every day to protect the residents of Illinois and throughout our nation



### FIRE AND POLICE COMMISSION / HIRING BOARD SUPPORT SERVICE...

Our customer service/employment counselors are readily available to assist and guide you throughout the recruiting and hiring process.

- ▶ Online Application Program
- ▶ Secured E-Commerce Site
- ▶ Advertising & Recruiting Assistance
- ▶ Pre-employment Personnel Files Processed and Qualified

### EVALUATIONS & ASSESSMENTS



- Law Enforcement and Fire Service
- ▶ Entrance Level Written and Physical Ability Tests and Oral Interviews
  - ▶ Promotion Rank Written Exams, Custom Exams and Assessment Centers

### PRE-EMPLOYMENT PSYCHOLOGICAL EVALUATION

- ▶ Clinical Psychologists On-staff
- ▶ Define applicant characteristics that may enhance or be an unfavorable influence on life and career behaviors



- ▶ Identify applicant's stress management characteristics and capacities

### POLYGRAPH EXAMINATION

- ▶ One number – 847-310-2677
- TWO LOCATIONS TO BETTER SERVE YOU
- Convenient and Easily Accessible
- ▶ Schaumburg and Oswego, IL



Our team will partner with you to make your hiring process run smoothly and effortlessly.

**LET OUR EXPERTISE BE YOUR GUIDE.**

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# "C.O.P.S. AND F.I.R.E." IS THE RIGHT CHOICE

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## One Resource for ALL of your testing needs.

*Our vast selection of pre-employment and promotional testing options enable us to serve as a single resource for all of your hiring and promotional requirements.*



### **Expert Consultation and Advisory Service Complimentary to Our Clients**

Renowned for our expertise on federal and state statutes pertaining to public safety personnel hiring and promotional guidelines, our consultants are readily available to assist you with planning and implementing your evaluation programs.



**Select our all-inclusive testing program, personalized bundled packages or individual services.** C.O.P.S. and F.I.R.E. Personnel Testing Service provides a complete line of employment evaluations dedicated to obtaining and promoting the highest quality candidates for law enforcement and fire service departments.

**SPECIAL FEATURE: Our All-Inclusive Recruiting, Online Application, and Application Verification Program. Our Staff Will Manage All of Your Preliminary Human Resource Recruiting Requirements.**

- **On-line Application Verification Program**
- **Recruit Orientation Program**
- **Law Enforcement and Fire Service Physical Ability Evaluations**
- **Law Enforcement and Fire Service Entrance Level Written Exams**
- **Law Enforcement and Fire Service Entrance Level Group Oral Interviews**
- **Pre-employment Psychological Evaluation**
- **Psychological Fitness for Duty Evaluation**
- **Pre-employment Polygraph Examination**
- **Law Enforcement and Fire Service Rank Promotion Written Exams**
- **Law Enforcement and Fire Service Custom Written Policy Exams**
- **Law Enforcement and Fire Service Promotion Assessment Centers**

Our rapid return of detailed reports and summaries will enable you to proceed through each phase of the evaluation process without delays.

**As professional, competent, and reliable public safety human resource specialists we are dedicated to serving you in a manner that will guarantee the success of your selected programs.**

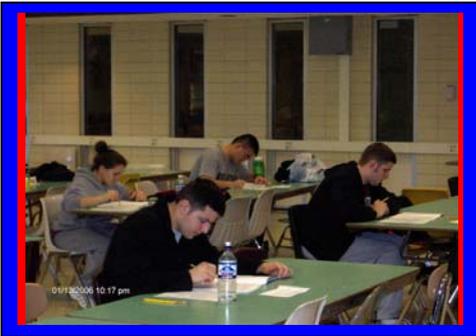
**PUBLIC SAFETY PERSONNEL SCREENING WITH INTEGRITY**

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## LAW ENFORCEMENT AND FIRE SERVICE ENTRANCE LEVEL TESTING

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### **“Hire the very finest to protect your community”**



#### **Applicant Recruitment - On-line Application Verification Program**

Join the successful approach to recruiting applicants and easing your workload while saving money by participating in our on-line recruiting program. We will assist with developing your advertising plan, provide web-based applications, manage contacts with applicants, collect fees, verify that each applicant has provided the necessary documents, and generate a pool of applicants for your testing process.

#### **Recruit Orientation Program**

Our informative presentation will educate potential applicants by explaining how to prepare for, and what to expect, throughout the testing process. Also incorporated into the program is an open discussion of the lifestyle that will surround a public safety career and the possible effect it may have on their professional and private life.

#### **Physical Ability Evaluations**

An effective physical fitness evaluation will ensure that your candidates have the potential to meet the arduous physical demands required of law enforcement and fire service personnel. Select either the State of Illinois P.O.W.E.R. Test required for acceptance into the police training academies or a Job Simulation Physical Ability Test designed for firefighters. The Job Simulation Physical Ability Test can be tailored to your department specifications.

#### **Entrance Level Written Exams**

Designed specifically for Illinois municipalities, our exams were created in strict compliance with all federal and state testing regulations. They provide the highest level of validity, fairness, and reliability to all applicants. Our written exams require no study material for applicants and takes approximately two hours to complete. The C.O.P.S. and F.I.R.E. Entrance Level Written Exams enable you to identify candidates with the greatest potential to protect your community and advance through the ranks.

#### **Entry Level Group Oral Interview**

The Group Oral Interview is a significant and highly conclusive portion of the hiring process. It is very objective, behavior based and defensible. This interview style provides a constant standard for each group of participants and has consistently been found to be valid, reliable and an accurate means of assessing applicants.

The Group Oral Interview, a preplanned dialogue with structure and purpose, allows trained assessors to evaluate the behavior, maturity level, intellectual plane, and communication skills of each applicant under standardized conditions. It guarantees an evaluation process that is fair and equal to all while identifying candidates with the best skills and traits necessary for continued career growth and advancement.

#### **Pre-employment Polygraph Examination**

The pre-employment polygraph is a cost effective method of screening out high risk candidates who may have participated in various criminal behaviors but have avoided having an actual criminal record. Topics addressed in the polygraph examination include illegal drug use, employment related dishonesty, use of alcohol habits, and theft and felony involvement. Additionally, the polygraph serves as a means to confirm that the information offered by the applicant throughout the application process has been presented thoroughly and honestly.

#### **Pre-employment Psychological Evaluation**

Our expert clinical staff psychologists, proficient in evaluating public safety personnel, will analyze the test data to determine if the applicant has the appropriate mental ability to pass the training program, emotional stability to withstand the stresses associated with being in law enforcement or fire service, and the psychological soundness to work within the department.

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## LAW ENFORCEMENT AND FIRE SERVICE PROMOTION EVALUATIONS

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### “Promote the very best to serve your community”

#### Law Enforcement and Fire Service Promotion Written Exams

Our C.O.P.S. and F.I.R.E. rank promotion exams identify candidates that display significant managerial and decision-making knowledge and analyze additional traits vital for successful leadership. Rank-level exams were developed from selected managerial and supervisory text as well as comprehension and decision making assessments. Fire Service exams additionally include IFSTA and other fire industry related materials. Our exams meet all governing legislation, and are valid, reliable and fair to all.



Assessment Center Panel

#### Custom Written Exam Development / Standard Operating Procedures

Our professional test developers will create a custom written promotion exam taken from the information stipulated in your department's standard operation procedures manual. The Standard Operating Procedures/General Orders Exam can be incorporated with any of our C.O.P.S. or F.I.R.E. Written Rank Promotion Exams. The custom Standard Operating Procedures Exam is personalized to the particular requirements of each department. It enables supervisors to identify every promotional candidate's level of knowledge pertaining to required operating procedures.

The Operating Procedures Exam is scored as part of the whole written test battery generating an overall numerical score that represents the achievement of each candidate participating in the testing process. Your management team can easily review each individual's accomplishments on the Candidate Profile Report provided. The report indicates their success, by bar graph, for each dimension evaluated.

Required time to develop and produce your custom exam is four to six weeks from receiving your printed resource material.

#### Promotion Assessment Center

C.O.P.S. and F.I.R.E. Assessment Centers are an excellent instrument designed to scrutinize each candidate's effective leadership and managerial expertise. Multiple customized scenarios, drawn from department operation procedures, require group and individual participation to comprise the unbiased and valid C.O.P.S. and F.I.R.E. Promotional Assessment Centers. This process integrates several exercises simulating job responsibilities and tasks required of rank personnel. **The F.I.R.E. assessment incorporates a visual fire ground scenario to determine each participant's ability to manage an active fire scene.**

Our expert assessment panels are comprised of department senior management personnel and law enforcement and fire service specialists. They are specifically trained to analyze verbal articulation, communication skills, problem solving ability, decision-making style, intellectual plane, conflict resolution skills, ability to work under pressure, maturity, behavior, and knowledge of department operations to assess each candidate's leadership abilities. **Our Fire Service Assessors are trained, certified and listed on the roster maintained by the Office of the Illinois State Fire Marshall.**

All C.O.P.S. and F.I.R.E. Promotion Assessment Centers are very objective and remove much of the bias and uncertainty common to one-on-one interviews because a constant standard between candidates can be maintained. The tension produced serves as both distractions from what is actually being evaluated, and as pressure-based motivators that drive performance to the highest capacity.

Our Promotion Assessment Centers, for purposes of structure and content, comply with professional standards, federal, state, and local guidelines and has consistently been found to be valid, reliable, and an accurate means of assessing candidates.



John . . . "On behalf of my fellow commissioners, I want to use the opportunity this letter hopefully affords to again compliment you and your colleagues for the outstanding manner in which you conducted the Oral Assessment Center for the Fire Captain's Promotional Testing we now have underway." "As you know, the assessment center concept was our first experience with this method of screening candidates; and admittedly, we were a bit apprehensive! However, after seeing how effective it can be . . . we regret that we didn't use the same concept last year, when we convened an Oral Review Panel for promotional testing for the police department." "...the additional skills that I believe that your firm brought to the table, guarantees that our process will provide us the means to insure the ideals for which we've always striven—fair, objective and unbiased selection."

Roger Huber, Secretary to the Board  
Board of Fire and Police Commissioner, City of Edwardsville

## **PSYCHOLOGICAL EVALUATION**

Leading instruments, with specific regard to public safety criteria are utilized to provide test data while our staff clinical psychologists specializing in the field of public safety applicant screening, will analyze the data, conduct the clinical interview, and present a conclusion to the appropriate hiring authority.



### **Identify . . .**

- **Positive psychological characteristics associated with successful job performance**
- **Traits that may interfere with effective job performance**
- **Emotionally unsuitable candidates**
- **Potential for violence, suicide, aggression, and substance abuse**
- **Personality problems and emotional disorders**
- **Stress management characteristics**

Psychological assessments are implemented to identify candidates with the appropriate mental ability to pass law enforcement and fire service training programs, emotional stability to withstand the stresses associated with being a police officer, firefighter, or public safety officer, and the maturity to work within their department.

Our psychological assessment incorporates two personality inventories designed for public safety employment screening, a stress inventory, a comprehensive personal history review, and a clinical interview with the psychologist.

## **FITNESS FOR DUTY PSYCHOLOGICAL EVALUATION**

The Fitness for Duty Psychological Evaluation is intended for use when an incumbent staff member displays behavior that would objectively indicate that, based on psychological factors, he or she is unable to safely and effectively carry out his/her essential job functions.

## **POLYGRAPH EXAMINATION**

The polygraph examination is a cost effective method of screening out high risk candidates who may have participated in various criminal behaviors but have avoided arrest and prosecution.

### **Reveal . . .**

- **Application omissions or untruths**
- **Employment related dishonesty**
- **Involvement with selling or using illegal drugs**
- **Habits related to alcohol consumption**
- **Participation in felony acts and gang relationships**
- **Inappropriate use of physical force**
- **Driving history admissions**



Assure that only the most qualified candidates receive an appointment to serve and protect your community by taking the extra precaution of conducting a polygraph examination administered by our licensed polygraph experts. We have two convenient locations to better serve your applicants – Schaumburg and Oswego, Illinois.



## Prepare for Your Department's Future with Confidence . . . .



Physical Ability Tests



Written Examinations



Psychological Evaluations



Polygraph Assessments



Oral Review Panels



Promotion Examinations

**Recruit from our pool of over 9000 registered candidates!**

## Web Based Applications

**Your recruiting and hiring program will maintain integrity and achieve successful results effortlessly by using our expert staff to assist with your next testing campaign.**

*We Will Host Your Application on the Web ... Collect Necessary Documents and Process Each Applicant's File to Ensure that Minimum Requirements Have Been Provided ... Collect Fees ... Determine Eligibility to Proceed with Testing Process ... Manage all Communication with Applicants Throughout the Testing Campaign ... Register Eligible Participants at Your Test Events ... Provide Assistance at the Orientation Presentation ... Administer, Proctor and Score Evaluations ... Collect Preference Points and Compile Eligibility Registers (Optional/Additional Fee) ... Provide Documentation of All Test Results and Individual Pre-employment Personnel Files...*

**Our On-line Application Verification Plan Has Been Met With Great Praise and Success from Fire and Police Commissions and Hiring Authorities: "Testing has never been easier."**

### Join the list of satisfied online customers!

*Hoffman Estates Franklin Park Minooka Dolton Summit Berkeley Posen Hampshire North Riverside Crete Glenwood North Chicago Oakbrook Terrace Chicago Ridge Burbank Melrose Park Markham Belvidere Marengo Frankfort Cary New Lenox Lake Villa Geneva South Chicago Heights Indian Head Park University Park Montgomery Country Club Hills Lake-in-the-Hills Kankakee Island Lake Lyons River Grove Maywood Mokena Woodstock Alsip Oak Forest Bellwood Schiller Park Broadview Riverdale St. Charles Rosemont Boone County Sheriff Office*

"We have been extremely pleased with their accuracy, on-time performance, and their patience in working with us to meet our time constraints. Most of all, their entire staff is ALWAYS courteous and a pure joy to work with. We value their services and look forward to continuing our partnership for a long time to come." ~

Franklin Park



We have used C.O.P.S. and F.I.R.E. Personnel Testing for many years and "are currently using their Web based application system and it has saved our village staff and police department many hours of administrative tasks handling all of the applications that occur when a new eligibility list is being created. We are very pleased with the results." ~

North Riverside



# **C.O.P.S. and F.I.R.E.**

## **Personnel Testing Service**



**Comprehensive Options  
for Police Selection**

*Specializing in Law Enforcement and Fire Service Testing Options*

**Firefighter Individual  
Readiness Evaluations**

December 5, 2022

Darien Police Department  
Attn: Rosemary Gonzalez  
Administrative Manager  
1710 Plainfield Rd.  
Darien, IL 60561

Dear Ms. Gonzalez,

Thank you, for contacting us at C.O.P.S. and F.I.R.E. Personnel Testing Service regarding your upcoming Entrance Law Enforcement Testing Program. We greatly appreciate being considered for the opportunity to provide our service to the City of Darien. I am submitting information regarding our program as well as the cost to conduct the Online Entrance Recruiting and Testing Program.

**C.O.P.S. and F.I.R.E. Personnel Testing Service** is one of the largest resources in Illinois specializing in municipal employee selection programs. Over 200 Illinois departments have been guided through the hiring and promotional programs incorporating our exams into their evaluation and selection procedures.

We provide law enforcement and firefighter pre-employment evaluations consisting of entrance written and physical ability exams, group oral interviews, psychological assessments, and polygraph evaluations. At the promotional level, we offer written rank exams and assessment centers as well as a custom written exam developed from your police or fire department operational procedures. All of the evaluation programs provided by C.O.P.S. and F.I.R.E. Personnel Testing Service receive high acclaim throughout the state from both the communities that we serve and the applicants participating in the evaluations.

Our reliable, content valid evaluations adhere to all required hiring guidelines and offer candidate selection with ease. Staff representatives are always available to help and assist you and your hiring board as well as the applicants. We function as your Hiring Board Customer Service Representatives and help you avoid expensive hiring mistakes by providing our expertise and extensive industry knowledge.

Our Online Recruiting and Application Program was developed to ease the administrative burden for your Commission and Public Safety Department as well as to assist in expanding your recruiting program from a local level to statewide. We have had great success with this program and feel confident that you will be pleased with the entire process from recruiting to hiring.

Sincerely,

Carla Watson Purvis  
Director

**On-line Application and Validation Plan with Recruiting and Advertising Assistance  
Cost Proposal for the City of Darien  
Entry Level Law Enforcement Testing 2022 - 2023**

**\$21.00 per application purchased** (this administrative fee is typically covered by the application cost to applicants) Suggested cost for applications is between \$25.00 and \$45.00 (depending on the established amount there is also a paypal processing fee, typically between \$1.20 and \$1.60) Your community will receive any amount over the cost of \$21.00 plus processing fee for your testing cost. (Minimum 35 application purchases)

**Advertising Assistance and Recruiting: (\$250.00 Value)**

*No Fee for these services when using the On-line Application Program. We will develop and place your advertising. The only cost to your community is the cost of the ad itself. The fee for placed ads will be included in your final billing statement. (The Blueline advertising cost is typically \$298.00 for a 30-day run) In addition, we will send an E-Blast to over 10,000 registered users of our site [www.jobsource.copsandfiretesting.com](http://www.jobsource.copsandfiretesting.com)*

**Orientation Program:** *There is no cost if conducted the day of testing*

**Physical Ability Evaluation:** (All staff will be provided)

P.O.W.E.R. Test \$30.00 per applicant, minimum fee - \$1050.00

**Written Exam:** Conducted on your site

\$28.00 per applicant with the On-line Application and also our physical ability (minimum \$1000.00)

\$30.00 per applicant with the On-line and without using our physical ability (minimum \$1000.00)

**\*Special rate for your community, we will offer you a rate of \$28.00 per applicant even if not using our physical**

**Application of Preference Points and Initial and Final Eligibility Registers:** \$450.00

**Individual or Group Oral Interview:** Conducted on your site \$1900.00 per 5-hour session (up to 25 applicants can be assessed in a one - day session)

**Polygraph Analysis conducted at our office:** \$175.00 per applicant

**Psychological Assessment conducted at our office:** \$450.00 per applicant

## **Preparation:**

### *- Application*

- Work with the community to customize the application packet to ensure it contains all necessary information and abides by the community's Rules and Regulations.
- The following is included in the packet that each individual receives once they have purchased an application:
  - o Coversheet with deadline and contact information
  - o *Application Fact Sheet* that provides information on how to complete the application packet
  - o *Detailed Requirements* for the position that are customized for each community and position
  - o *Required Documents* provides information to the applicant on the type of documentation must be submitted with their application
  - o *Schedule of Test Events* provides a one-page summary of the mandatory test events
  - o The *Checklist for Submission of Application Documents* is customized for each community and position.
  - o *Consent for Testing Form*
  - o *Release of Personal Information Authorization*
  - o *Waiver/Release of Liability*
  - o *American with Disabilities Act* information
  - o Description of the *P.O.W.E.R. Test (Police)* or the *Firefighter Physical Ability Test*
  - o *Application*. This file includes instructions, the application for employment and voluntary affirmative action data sections

### *Advertising*

- C.O.P.S. and F.I.R.E. Personnel Service Testing will advertise the position:
  - o on theblueline.com (C.O.P.S. and F.I.R.E. Personnel Service Testing pre-pays for the advertising, which is then billed to the community).
  - o on Indeed
  - o on our website.
  - o on C.O.P.S. and F.I.R.E. Personnel Service Testing Facebook page
  - o on C.O.P.S. and F.I.R.E. Personnel Service Testing Twitter feed
  - o Send an email to individuals on our distribution which notifies them of the position. Currently, we have over 10,000 unique email addresses.
  - o We will prepare an ad in a selected local publication if requested (C.O.P.S. and F.I.R.E. Personnel Service Testing pre-pays for the advertising, which is then billed to the community).
  - o Works with the community to advertise the position on their website.
  - o Works with the community to advertise the position on their marquee and/or sign.

### **During the application process**

- Manage the collection of application fee.
- Each application that is sent to us is reviewed to ensure that all the position requirements are met and required documentation has been provided. If information is missing, we contact the applicant to let them know what is missing and request the necessary information.
- We act as a single point of contact to answer questions regarding the position and application process that we receive via email or by telephone.
- Folders are created for each individual that completes the application packet.

### **After application deadline**

- We notify each individual that purchased an application to let them know if they have met all of the requirements and are eligible to proceed to the scheduled orientation.
- If the individual meets the requirements, they receive an email congratulating them and remind them of the date, time and location of the orientation.
- If the individual did not meet the requirements, they will receive an email letting them know and advising them to contact us if they have any questions. (The primary reason an individual does not meet the requirements is that they purchase the application but do not complete and return the application packet. If there is a different reason it will be noted on their folder.)

### **Orientation, Physical Ability and Written Exams**

- Create sign-in sheets and provide manpower for the applicants to register and verify identity and eligibility for the test events.
- Provide all necessary manpower, materials and supplies.
- If a physical ability test is administered, the individual is notified on-site if they passed and are eligible to proceed to the written exam.
- We email applicants that did not show up for a test event to let them know they will not be eligible to progress with the hiring process.
- After the written exam, we:
  - o notify each applicant to let them know if they did or did not achieve a passing grade for the written exam.
  - o update folders for applicants that are no longer eligible to proceed with the hiring process.

### **Oral Interviews**

- Notify eligible applicants of their assigned Oral Interview appointment.
- Notify the community of the Oral Interviews schedule.
- Create sign-in sheets and provide manpower for the applicants to register and verify identity and eligibility for the Oral Interview.
- Provide all necessary manpower, materials and supplies.

### **Initial Eligibility Register**

- Create the Initial Eligibility Register using the applicants combined written exam and oral interview score.
- If, after the Oral Interviews, it is determined that an applicant's Score does not meet the minimum requirement for the community, the individual is notified by email and their folder will be updated.
- Send the Initial Eligibility Register to the community for approval and obtain the posting date.
- Once the Register has been approved and posted we will email the applicants that their Combined Score places them on the Initial Eligibility Register and provide them a copy of the Initial Eligibility Register.

### **Preference Point Requests**

- When we send the Initial Eligibility Register, we inform the applicants that they may now request that Preference Points to be added to their score. The applicants are informed how to submit their claim, what qualifies for Preference Points and the deadline for their request.
- We act as a single point of contact to answer questions regarding Preference Point Requests we receive via email, telephone or in person.
- Verify that the applicant is eligible for the points they are requesting.
- If applicable, we notify the applicant that their request has been denied and let them know why.
- Add request and support documentation to applicants' folders.

### **Final Eligibility Register**

- Create the Final Eligibility Register adding the approved Preference Point requests to their Combined Score.
- Send the Final Eligibility Register to the community for approval and obtain the posting date.
- Once the Register has been approved and posted we will notify the applicants and send them a copy of the Final Eligibility Register. We also remind them that they must contact the community if any of their contact information changes.

### **On-line Application Records**

- Once the process has been completed, we will provide the community:
  - o Applicant Contact Directory. This is an alphabetized listing with contact information of each individual that completed and submitted their application.
  - o Qualified Applicant Data Disk. The disk contains an Exel file that includes information from each individual's application (if they have not been removed from consideration).
  - o Applicant folders. The folders are organized into separate groups. Those that made the Final Eligibility Register and those that did not. If an applicant was not on the Final Register their folder will indicate the reason.
  - o Consent Waivers from all test events.
  - o Reports from the different phases of the process.
  - o Voluntary Affirmative Action forms and data report.

We also provide pre-employment Psychological and Polygraph Exams. Please contact our office at 847-310-2677 for more information.

**From:** [copsandfire](#)  
**To:** [Rosemary Gonzalez](#)  
**Subject:** Re: Darien PD Entry Level Police Officer Testing 2023 Request for Quote rgonzalez@darienil.gov,  
**Date:** Monday, December 5, 2022 2:18:28 PM  
**Attachments:** [Darien Police Testing 12-2022.pdf](#)  
[COPS and Fire Personnel Testing 1-2022.pdf](#)  
[Overview Online Applications.pdf](#)  
[image001.png](#)  
[image003.png](#)  
[image002.png](#)  
[image005.png](#)  
[image004.png](#)

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Dear Ms. Gonzales,

I hope all is well with you! I am sorry for the delay in responding to your request. We have been heavily booked in our office and this past Friday we were all out of the office for our Holiday Event. Playing catch up in the office for our day missed.

Attached you will find the material you requested for your upcoming entry level police officer hiring process. We would love to assist you and I feel confident you and your hiring team would be very pleased with our program. Please review the material and let me know if you have any questions.

Thank you!

Carla

-----Original Message-----

From: Rosemary Gonzalez <rgonzalez@darienil.gov>  
To: copsandfiretest@aol.com <copsandfiretest@aol.com>  
Sent: Wed, Nov 30, 2022 3:57 pm  
Subject: Darien PD Entry Level Police Officer Testing 2023 Request for Quote

Good afternoon,

The City of Darien Police Department is seeking a vendor to manage and administer the job application and examination process for the City of Darien entry-level police officer hiring process.

The services needed include the following:

- Manage Advertisement
  - o Develop a job informational sheet.
  - o Post information sheet and job application on appropriate websites (e.g. theblueline.com).
  - o Notify state criminal justice schools / colleges of the job posting.
- Manage Job Applications
  - o Collect job applications and any required documents from applicants.
  - o Collect a \$35.00 application fee from each candidate on the City of Darien's behalf.
  - o Review electronic and paper applications to determine eligibility.
  - o Respond to applicants via phone, e-mail and website to assist applicants in completing the application.
  - o Notify candidates of any errors / omissions in the application submission approximately one week prior to the test date (grace period).
  - o Collect corrected documents from applicants prior to test date.
- Manage Orientation
  - o Advise candidates of the date, time and location of the orientation / written examination.
  - o Sign-in candidates and assist as needed in orientation.
  - o Verify candidates have passed the appropriate physical fitness test at time of orientation.

- Administer & Score Written Examination
  - Compile an eligibility list based on written test.
  - Notify candidates regarding their status by e-mail (or other means if electronic notice is not possible) of their score and ability to move onto the oral examination.
- Administer Oral Examinations
  - Darien sergeants and FPC Commissioners as interviewers.
- Compile the Initial Eligibility List
  - Manage education, veteran and cadet points.
- Provide Final Eligibility Register

Thank you,



**Rosemary Gonzalez**  
Administrative Manager  
FOIA Officer

Darien Police Department  
1710 Plainfield Road  
Darien, IL 60561

**Main Phone:** 630-971-3999  
**Fax:** 630-971-4326  
**Email:** [rgonzalez@darienil.gov](mailto:rgonzalez@darienil.gov)



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