



HEYWORTH POLICE DEPARTMENT  
108 South Buchanan Street, Heyworth, Illinois 61745  
Michael L. Geriets – *Chief of Police*  
(309)888-5030 (Dispatch)  
“Building for Tomorrow”  
[policechief@heyworth-il.gov](mailto:policechief@heyworth-il.gov)



**Accepting Applications:**

**Job Title: Certified Police Officer**

**Location:**

Heyworth Police Dept.  
108 S. Buchanan St.  
Heyworth, IL. 61745

**Application Deadline: OPEN**

The Heyworth Police Department is accepting applications for a full-time experienced police officer. If you are a Certified Illinois Police Officer and current on your certifications, we invite you to apply.

The Village of Heyworth offers excellent Health Insurance with contributions towards family insurance. We also offer dental and vision insurance.

Our officers work a 12-hour shift schedule (2,184 hours per year), allowing every officer every other three-day weekend off.

We have a salary range based on previous years of experience that start at \$22.00 per hour up to \$26.00 per hour.

**Other benefits include:**

80 hours paid vacation along with 120 hours Holiday time off whether you work a Holiday or not. If a Holiday falls on your scheduled workday, you earn one- and one-half times pay and still accumulate 12 hours Holiday time to take off later.

We also offer 10 sick days per year. All hours worked over 84 in a 14-day work period are paid out at time and one half. **Annual raises are based on performance.**

You must live within 25 miles of Heyworth within one year of accepting employment.

You may submit your resume and application to the Chief of Police through email

[policechief@heyworth-il.gov](mailto:policechief@heyworth-il.gov)

Or

By Mail:

Village of Heyworth  
108 S. Buchanan St.  
Heyworth, IL. 61745  
Attn: Police Chief



HEYWORTH POLICE DEPARTMENT  
108 South Buchanan Street, Heyworth, Illinois 61745  
Michael L. Geriets – *Chief of Police*  
(309)888-5030 (Dispatch)  
“Building for Tomorrow”  
[policechief@heyworth-il.gov](mailto:policechief@heyworth-il.gov)



### 1-9E-3: GENERAL QUALIFICATIONS:

A. Minimum Qualifications: All police officers shall have, at a minimum, the following qualifications to be eligible to be a police officer of the Village:

1. Be a citizen of the United States;
2. Be at least twenty-one (21) years of age;
3. Be a high school graduate or the equivalent;
4. Possess a valid Illinois driver's license;
5. Possess a current Illinois firearms owner identification card (FOID);
6. Have no felony criminal record; and if there is a misdemeanor criminal record, a copy of the record should be submitted with the written application and an explanation if required by the Chief of Police to explain all circumstances of record;
7. Submit fingerprints for examination by Illinois State Police Bureau of Identification and Federal Bureau of Investigation;
8. May be required to submit to a physical examination and be found drug free and in good general health;
9. Be proficient in typical police weaponry and meet department firearms qualification requirements;
10. Pass a written exam if the Village Board of Trustees, Chief of Police, or Mayor or designee elects to administer a standard entry level law enforcement test;
11. Submit to an oral interview, if deemed appropriate, before the Mayor and Board of Trustees or its designees;
12. Be qualified to enter and successfully complete any training mandated by the Illinois Law Enforcement Training Standards Board, have sufficient prior experience and training to qualify for a waiver from the Illinois Law Enforcement Training and Standards Board, or have sufficient prior experience and training, which together with some additional experience and training would qualify for a waiver from said board and this to be determined by the Chief of Police; and
13. Submit a written application and/or resume to the Chief of Police.

B. At-Will Employees: All police officers, except the Chief of Police, are considered as at-will employees of the Village of Heyworth. (Ord. 2014-28, 11-20-2014)



HEYWORTH POLICE DEPARTMENT  
108 South Buchanan Street, Heyworth, Illinois 61745  
Michael L. Geriets – *Chief of Police*  
(309)888-5030 (Dispatch)  
“Building for Tomorrow”  
[policechief@heyworth-il.gov](mailto:policechief@heyworth-il.gov)



## 1-9E-12: GENERAL REQUIREMENTS:

A. Requirements: All police officers must:

1. Adherence To Personnel Policy And Other Policies: Adhere to and abide by the Personnel Policy and Handbook of the Village and other such applicable policies as provided for by the Mayor, Mayor designee, and/or Chief of Police, or applicable State of Illinois or Federal laws.
2. Compliance With Work Instructions: Follow all lawful work instructions given, and complete all assigned duties.
3. Adhere To Bloodborne Pathogen Policy: Be familiar with and adhere to the Village Bloodborne Pathogen Policy.
4. NIMS Training: Complete and maintain appropriate National Incident Management System (NIMS) training as is required by law.
5. Minimum Skills: Meet the minimum required skills, knowledge, abilities and physical requirements as herein stated.

B. Required Skills, Knowledge, Abilities, And Physical Requirements:

1. Knowledge: Knowledge of:
  - a. Application and utilization of applicable computer systems.
  - b. Applicable Village ordinances, resolutions, and policies.
  - c. Appropriate State and Federal Criminal Statutes and evidentiary procedures.
2. Abilities: Ability to:
  - a. Prepare appropriate police reports and other applicable legal forms.
  - b. Have good communication skills and a calm demeanor, when warranted, in responding to citizen questions and complaints and in dealing with the general public in everyday activities as well as public officials and supervisors.
  - c. Work outside in all weather conditions.
3. Mandatory Physical Requirements:



HEYWORTH POLICE DEPARTMENT  
108 South Buchanan Street, Heyworth, Illinois 61745  
Michael L. Geriets – *Chief of Police*  
(309)888-5030 (Dispatch)  
"Building for Tomorrow"  
[policechief@heyworth-il.gov](mailto:policechief@heyworth-il.gov)



- a. Meet, and if requested, pass testing, either before hire or while employed, of general physical standards and minimal physical requirements, which include, but are not limited to, the following physical standards and examples thereof:
- (1) Talking: Constantly. Express or exchange ideas by means of the spoken word to impart oral information to other officers or the public and convey detailed spoken instructions to others accurately, loudly or quickly.
  - (2) Standing: Constantly. The ability to stand for extended periods of time, as may be necessary while taking police reports, communicating with citizens, directing traffic, while on scene at accidents, or for other various reasons.
  - (3) Sitting: Constantly. The ability to sit for extended periods of time, as may be necessary while on routine patrol, preparing reports, or completing necessary investigative measures.
  - (4) Running: Periodic. The ability to run as may be required in order to pursue or to aid a person in the course of law enforcement activities.
  - (5) Lifting: Periodic. Officers may have to pick up or lift persons if the person is not cooperative, to assist another officer in carrying or dragging a person, if someone is injured, to transfer or take custody of stolen property or other evidence such as television sets, computers, or other heavy items, or perform such other lifting as is necessary to perform police functions.
  - (6) Balancing: Constantly. Officers must be able to perform and demonstrate simple balancing standards and tests, such as for field sobriety examination associated with suspected intoxicated drivers, and to perform other police functions in a safe and appropriate manner.
  - (7) Walking: Constantly. Being able to walk on foot for long distances, for extended periods of time, and in an appropriate amount of time.
  - (8) Endurance/Moving About: Frequently physically move from location to location for extended periods.
  - (9) Endurance/Overall Strength: Periodic. Exert force and/or lift or carry objects weighing up to fifty (50) pounds regularly.
  - (10) Climbing: Periodic. Be able to climb stairs or elevated surfaces using the legs and feet.
  - (11) Bending/Stooping: Periodic. Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side to side.
  - (12) Kneeling/Crouching: Periodic. Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.
  - (13) Reaching: Constantly. Extend hands and arms in any direction.



## HEYWORTH POLICE DEPARTMENT

108 South Buchanan Street, Heyworth, Illinois 61745

Michael L. Geriets – *Chief of Police*

*(309)888-5030 (Dispatch)*

*"Building for Tomorrow"*

[policechief@heyworth-il.gov](mailto:policechief@heyworth-il.gov)



- (14) Handling: Constantly. Seize, hold, grasp, turn or otherwise work with the hand or hands.
  - (15) Rotation: Frequently. Twist and turn the spine or a ball and socket joint such as the shoulder or hip.
  - (16) Hearing: Constantly. Perceive the nature of sounds by the ear.
  - (17) Seeing: Constantly. Perceive the nature of sights by the eyes.
  - (18) Reading: Read statutes, written reports, and instructions with the eyes.
  - (19) Miscellaneous: Such other physical and mental abilities that may be required to be a police officer.
- b. The Village may utilize the physical standards and testing set forth by the Peace Officer Wellness Evaluation Report (POWER) provide for by the Illinois Law Enforcement Training and Standards Board, or any other appropriate testing methods, procedures, or medical examinations in its discretion to verify the minimum physical requirements hereinbefore set forth or referenced can be met by each potential applicant or officer employed by the Village as provided for by law. (Ord. 2014-28, 11-20-2014)