

Request for Proposals  
To Provide, Design, and Implement  
**Police Sergeant Promotional Testing**



City of Urbana, Illinois  
Diane Marlin, Mayor  
Issued by the Urbana Police  
Department

**December 17, 2019**

Schedule of Critical Dates:

Last Day to Submit Provider Questions: Friday, January 17, 2020

Proposal is due: Friday, January 24, 2020

**LATE PROPOSALS WILL NOT BE ACCEPTED**

Contact person:  
Richard Surles, Deputy Chief of Police  
400 S. Vine St.  
Urbana, IL. 61801  
(217) 384-2371  
[surlesrh@urbanaininois.us](mailto:surlesrh@urbanaininois.us)

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## **1. SUMMARY**

The purpose of this request for proposals is to select a qualified professional vendor to develop, validate, administer, and score assessment centers and/or a written examination for the promotional testing of Sergeant in the Police Department, per the specifications contained herein. The selected vendor will also analyze test results and provide final results.

### **A. BACKGROUND**

#### **i. General Background**

It is essential that the procedure comply with professional standards (*Principles for the Validation and Use of Personnel Selection Procedures, Standards for Educational and Psychological Testing*) and legal guidelines (*Uniform Guidelines on Employee Selection Procedures*) and that every reasonable effort to minimize adverse impact be made.

#### **ii. Urbana Police Department**

The City of Urbana Police Department (“the Department”) provides law enforcement services to over 40,000 city residents as well as the University of Illinois at Urbana-Champaign campus. The department also provides mutual aid to neighboring communities.

The Department operates four divisions: Administration, Patrol, Criminal Investigations, and Services. Altogether, the Department employs 72.0 full-time equivalent positions budgeted for FY 2019-20. The Department’s sworn staff consists of forty-one (41) Police Officers [including six (6) detectives], eleven (11) Sergeants, four (4) Lieutenants, one (1) Deputy Chief and one (1) Police Chief. More on the Department’s structure can be found at:

[www.urbanaininois.us/departments/police/police-divisions](http://www.urbanaininois.us/departments/police/police-divisions).

Sergeants are responsible for supervising patrol and traffic regulatory activities and administrative assignments; performing patrol and investigative duties; ensuring public safety by enforcing criminal and traffic laws in the City of Urbana; and reviewing police officers' work through oral and written reports, discussions on major patrol and administrative requirements and observation of results. A job description can be found in Appendix D.

#### **iii. Promotional Process for Officers**

The City of Urbana, Illinois utilizes a combination of methodologies for the establishment of promotional eligibility rosters for competitive ranks in the Urbana Police Department (UPD). Historically this has included, either individually or collectively, 1) written examinations 2) an assessment center process 3) and structured interviews. The City conducts competitive promotional testing for the positions of Police Sergeant. Eligibility rosters are valid for a period of up to thirty-six (36) months.

The City desires to evaluate currently available options for conducting competitive promotional testing processes for the rank of Sergeant. It is essential to provide a process that is fair and equitable to all candidates, that instills an impeccable sense of confidence in the integrity of the process among the candidates, and that provides valid and reliable, job-related measures of a candidate's suitability for promotion to the competitive rank.

## **2. SCOPE OF SERVICES**

The scope of services covered in this RFP is to establish a working relationship with a vendor that can develop and administer assessment centers and/or written examination portions of promotional exams. The successful vendor is expected to provide a comprehensive set of services for each promotional test including but not limited to the following:

1. Make recommendations on appropriate test procedures and provide options and alternatives (if appropriate), and administer assessment services (if selected for the promotional process) for Police Sergeant including the following:
  - a. Facilitating practical assessments for eligible candidates.
  - b. Providing orientation meetings with candidates the day before the actual assessment day.
  - c. Recruiting and training assessors and proctor(s).
  - d. Developing testing schedules, rule sheets, and process for selection of candidates' testing positions.
  - e. Coordinating and administering assessment centers.
  - f. Assessment center tests will be negotiated between the City and the Vendor to ensure a comprehensive, competitive, and challenging process is provided for the desired qualities of the position.
  - g. Providing feedback at the end of the testing session.
2. Maintain security of test material.
3. Develop scoring procedures and provide same-day scoring for all tests.
4. Provide feedback on candidates' examination results to the UPD command staff.
5. Provide documentation necessary to fulfill professional and legal requirements.
6. Assist with responding to examination appeals which result from the testing procedure and rescore tests if necessary.
7. Develop (if selected for the promotional process), administer, and score a written exam utilizing policies and procedures selected by the Urbana Police Department, as well as related publication materials that are relative to law enforcement and best practices in management and leadership.

8. Provide a resource list of textbooks and publications used to create written examinations.
9. Provide expert testimony in court, if necessary.
10. Length of contract: proposal must include the length of contract, including pricing each year of the contract. The length of the contract must be at least one (1) year. The City would prefer a contract with an option to negotiate renewals annually, upon the agreement of both the City and Vendor.

All exercises will be unique to the specific testing cycle and based on policies, procedures, and methods of the Urbana Police Department that are in effect at the time of testing. The selected vendor will utilize input from UPD command staff to formulate exercises and evaluation of the processes.

*The City reserves the right to modify the scope of services at any time before execution of a contract to add, delete, or otherwise amend any item(s), as it deems necessary, in its sole judgment, and in the best interest of the City.*

### **3. PROPOSAL REQUIREMENTS**

The following terms will apply to this Request for Proposals (“RFP”) and to any subsequent contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms. The successful firm shall respond to the RFP with the information requested below:

#### **A. CONTACT INFORMATION**

Contact information for the single point of contact is as follows:

Richard Surles, Deputy Chief of Police  
400 South Vine Street  
Urbana, Illinois 61801  
Phone Number: (217) 384-2334  
E-mail Address: surlesrh@urbanaininois.us

Information obtained from any other source is not official and should not be relied upon. No other contact with any City official, staff, or employee is permitted before completion of the RFP process except by invitation to do so. Unauthorized contact regarding this RFP may result in disqualification or rejection of a proposal. The proposing Vendor is solely responsible for its interpretation of this RFP. All submitted materials become the property of the City of Urbana.

#### **B. ELEMENTS TO INCLUDE**

1. Cover Letter: The proposal must be signed by a person authorized to sign on behalf of the Vendor and to bind the Vendor to statements made in response to this Request for Proposals. The Vendor should ensure its proposal includes a cover letter substantially similar in content to the sample Proposal Cover Letter (Appendix A).

2. EEO Workforce Statistics: In compliance with the City's ordinance on equal opportunity in employment by contracts and vendors, Chapter 2, Sec. 2-119 of the Urbana City Code, vendors are required to fill out, sign, and return the attached "Urbana EEO Workforce Statistics Form" (Appendix B), and any required attachments, when a contract for any bid is in excess of \$30,000. For additional information visit <http://www.urbanaininois.us/government/mayors-office/human-relations/public-vendorscontractors>. This information will be reviewed by the City of Urbana Human Relations Commission to determine eligibility for certification pursuant to the aforementioned ordinance.
3. Vendor Representations and Additional Duties (VRAD): Vendors are required to fill out, sign, and return the attached VRAD form (Appendix C). By signing and returning the Certification, the undersigned individual certifies that they are familiar with and comply with the legislative acts summarized therein.
4. General Background of Vendor: This section shall include the general background of the submitting organization. Information on the complete services of the Vendor should be provided but should be kept in a concise format.
5. Related Experience: This section should include the Vendor's experience with providing similar services to police departments similar in size to the Urbana Police Department and include references where this experience may be verified.
6. Timetable: Submit a timetable consisting of the amount of time that would be required to perform the duties enumerated in Section II ("Scope of Services") of this RFP.
7. Key Project Leaders: This section should include the resumes of "key" project leaders.

As the experience of individuals varies, it is up to the proposing firm to determine who would be "key" to the successful implementation of this project. Only the resumes of actual team members should be included. There is no limit to the number of resumes that might be provided.
8. Project Approach: Describe in detail your firm's approach for development and implementation of a successful testing process for the Department. A schedule must be provided indicating project tasks proposed and their duration and relationship to each other and the completion of the project. The schedule should cover all planned facets of the testing process.
9. References: Provide the names of at least three (3) clients (including contact persons and phone numbers) for whom you have developed police department promotional exams within the last ten years and who may be contacted in regard to the quality and cost of the service provided.
10. Minority Participation: it is the objective of the City of Urbana to obtain minority and female participation in professional service contracts. Please include a minority participation plan in your proposal.

11. Pricing: Each vendor submitting a proposal shall provide a detailed total price to complete each promotional test as requested. Provide detailed pricing that includes:
- a) Cost per candidate
  - b) Cost for conducting an orientation workshop in Urbana with the candidates to provide an overview of the exercises. This would be held at least one (1) day prior to the actual assessments.
  - c) Cost for the assessors to meet with the Urbana Police Department Command  
Staff to discuss the strengths and weaknesses of the candidates after the assessment processes are completed.
  - d) Cost to have the assessors meet with the candidates individually to discuss their individual strengths and weaknesses following the exercises.
  - e) Administration costs for preparation of the exercises.
  - f) Assessors' costs for travel, lodging, and food.
  - g) Fees charged for cancellation of the assessment exercises.
  - h) Any additional charges associated with the design, preparation, or administering of the assessment services.

## **4. REQUEST FOR PROPOSAL PROCESS**

### **A. SUBMISSION GUIDELINES**

Proposals shall be submitted in a sealed, opaque envelope and clearly marked on the front as follows: "**Proposal for Police Sergeant Promotional Testing**".

Only proposals that are received prior to the due date and time and contained in a sealed envelope will be considered. Proposals must not be sent by facsimile or e-mail. It is the responsibility of the Vendor to deliver the proposal on or before the due time. Late proposals will be rejected. Postmarks will not be accepted.

Please submit three (3) paper copies and an electronic copy of your proposal on a flash drive **on or before 4:00 p.m. CST on Friday, January 24, 2020** to:

Urbana Police Department  
Attn: Deputy Chief Richard Surles  
City of Urbana  
400 South Vine Street  
Urbana, Illinois 61801

## B. ESTIMATED TIME FRAMES

The following timetable outlines the anticipated schedule for delivery of the services in this Request for Proposals and contract process. The timing and the sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the City of Urbana.

Event	Anticipated Date
Request for Proposal issued	December 17, 2019
Request for Proposal closing	January 24, 2020
Proposal evaluation completed	February/March 2020
Service delivery starts	late spring/early summer 2020

## C. ELIGIBILITY

Proposals will not be evaluated if the Vendor's current or past interests may, in the City's opinion, give rise to a conflict of interest in connection with this project. The City reserves the right to request the Vendor to file a statement that no City official or employee has an interest in the proposal for purchase.

## D. EVALUATION PROCESS

The City reserves the right to accept or reject any, some, or all proposals, to take exceptions to parts of proposals, and to request written clarification of proposals and supporting materials. The City further reserves the right to negotiate with any Vendor with respect to amendments to their proposal.

The City will form a selection committee to evaluate proposals. Key evaluation criteria will include: ability to successfully perform all of the duties and comply with all of the requirements specified in this RFP; credentials of project staff; relevance and amount of experience; and cost. The selection committee will make the final selection decision.

## 5. VENDOR QUALIFICATIONS

The Vendor must demonstrate that it has been in business for a minimum of five (5) consecutive years. Additionally, the Vendor shall provide detail regarding its experience performing services outlined in the Scope of Services.

Proposal must include a description of the company including but not limited to:

- Name of company
- Address of corporate headquarters and of local entity
- Form of company; i.e. sole proprietor, partnership, corporation

- Licenses (provide a copy of all licenses and/or permits required to do business in the State of Illinois)

Proposal must include the experience of the Vendor. Vendor must include:

- Listing of other government agencies or private entities for which similar work has been performed.
- Detail regarding experience developing and administering testing processes of comparable scope to that outlined in the Scope of Services.

Additionally, the Vendor will disclose any pending acquisitions or divestitures that could impact this contract.

## **6. ADDENDA**

It is the intent of the City of Urbana to enter into a contract with the Vendor that submits the proposal most advantageous to the City and in the City's best interest.

### **A. Negotiation Delay**

If a written contract cannot be negotiated within 15 days of notification of the successful Vendor, the City may, at its sole discretion at any time thereafter, terminate negotiations with that Vendor and either negotiate a contract with the next qualified Vendor or choose to terminate the Request for Proposal process and not enter into a contract with any of the Vendors.

### **B. Conflicts of Laws**

The Vendor expressly agrees that the contract shall be governed by Illinois law and that Illinois law will be the controlling law in the events of any disputes, claims, or controversies that should arise out of or in connection with this contract and any subsequent contract that is awarded pursuant thereto. Any party to a dispute shall request that a hearing be scheduled within Champaign County in Illinois subject to the reasonable availability of the parties and their representative.

### **C. Irrevocability of Proposals**

By submission of a clear and detailed written notice, the Vendor may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Vendor agrees that should its proposal be successful the Vendor will enter into a contract with the City of Urbana. All proposal material except for proprietary information may become open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Therefore, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure pursuant to the applicable provisions of the Freedom of Information Act.

### **D. Changes to Proposal Wording**

The Vendor will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the City of Urbana for purposes of clarification.

**E. Vendors' Expenses**

Vendors are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City of Urbana, if any. The City of Urbana reserves the right to reject any and all bids and to waive all formality as the City sees fit. If the City of Urbana elects to reject all proposals, the City of Urbana will not be liable to any Vendor for any claims, whether for costs or damages incurred by the Vendor in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

**F. Limitation of Damages**

Further to the preceding paragraph, the Vendor, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Vendor in preparing its proposal and the Vendor, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the Vendor.

**G. Firm Pricing**

Prices will be firm for the entire contract period unless this Request for Proposal specifically states otherwise.

**H. Acceptance of Proposals**

This Request for Proposal should not be construed as an agreement to purchase goods or services. The City is not bound to enter into a contract with the Vendor who submits the lowest priced proposal or with any Vendor. Proposals will be assessed in light of the evaluation criteria. The City will be under no obligation to receive further information, whether written or oral, from any Vendor.

Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit, or license pursuant to any federal, state, regional, district or municipal ordinance, regulation, or by-law.

**I. Definition of Contract**

Notice in writing to a Vendor that it has been identified as the successful Vendor and the subsequent full execution of a written contract will constitute a contract for the goods or services, and no Vendor will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events; legal obligations or duties specified herein shall be created upon all Vendors by submission of a proposal in response to this Request for Proposal, however.

**J. Form of Contract**

By submission of a proposal, the Vendor agrees that, should it be identified as the successful Vendor, it is willing to enter into a contract with the City of Urbana.

#### **K. Liability for Errors**

While the City of Urbana has used considerable efforts to ensure an accurate representation of information in this Request for Proposals, the information contained in this Request for Proposals is supplied solely as a guideline for Vendors. The information is not guaranteed or warranted to be accurate by the City of Urbana, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Vendors from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

#### **L. Modification of Terms**

The City of Urbana reserves the right to modify the terms of this Request for Proposals at any time at their sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a contract with the successful Vendor.

#### **M. Ownership of Proposals**

- i. Following the selection of the Successful Vendor and the City's execution of a Contract with the Successful Vendor, if any, all Proposals will be available to the public upon receipt of a valid Freedom of Information Act ("FOIA") (5 ILCS 140/1 *et seq.*) request and other applicable laws and rules except as provided in Subsections B through E below.
- ii. If a Vendor believes that it has a lawful basis for designating certain information in the Vendor's Proposal as confidential, proprietary or trade secret, as defined in the Illinois Trade Secret Act (765 ILCS 1065/1 *et seq.*), the Vendor must specifically label each page of the Proposal which contains such information with a legend which states: "CONFIDENTIAL INFORMATION – DO NOT DISCLOSE." The City shall have no obligation to ascertain whether information contained in a Proposal is in fact confidential, proprietary or trade secret. The Vendor shall be responsible for determining whether any part of its Proposal marked "CONFIDENTIAL INFORMATION – DO NOT DISCLOSE" is in fact exempt from production in response to a lawful FOIA request pursuant to 5 ILCS 140/7. A Vendor's request for confidential treatment of information in a Proposal shall not supersede the City's legal obligations under FOIA.
- iii. The City will not accept or consider any Proposal which indicates that it should be treated as confidential, proprietary or trade secret in its entirety.
- iv. If a Vendor requests that a portion of its Proposal be treated as confidential, proprietary or trade secret, the Vendor must submit an additional copy of the Proposal with that information deleted. This copy must state the general

nature of the material deleted and shall retain as much of the Proposal as possible

- v. Vendors shall be responsible for any costs which the City incurs in defending a request for Proposal information which the Vendor has marked as "CONFIDENTIAL INFORMATION - DO NOT DISCLOSE." In the event that the City receives a FOIA request which seeks disclosure of that portion of a Proposal which contains information designated as confidential and the Vendor requests the City to withhold that information from disclosure, the Vendor shall cooperate with the City to the degree necessary for the City to assert the appropriate FOIA exemption when responding to the FOIA requester.
- vi. By submitting a Proposal, the Vendor represents and warrants that anything contained in the Proposal does not violate any intellectual property right (e.g., patent, copyright, trademark, service mark, etc.) owned by any third person.

**N. Use of Request for Proposal**

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

**O. Confidentiality of Information**

Information pertaining to the City of Urbana obtained by the Vendor as a result of participation in this project is confidential and must not be disclosed without written authorization from the City of Urbana.

## APPENDIX A: PROPOSAL COVER LETTER

Letterhead or Vendor's name  
and address

Date

Deputy Chief Richard Surles  
Urbana Police Department  
City of Urbana  
400 S. Vine St.  
Urbana, IL 61801

Subject: Request for Proposal -  
Sergeant Promotional Testing

Dear Deputy Chief Surles:

The enclosed proposal is submitted in response to the above-referenced Request for Proposal. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposal.

We have carefully read and examined the Request for Proposal and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in this proposal and to any agreement resulting from the proposal.

---

***Signature***

***Date***

Print name: \_\_\_\_\_

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

Legal name of Vendor: \_\_\_\_\_

## **APPENDIX B: EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE STATISTICS**

This form can be downloaded at:

[www.urbanaininois.us/sites/default/files/attachments/eo-report-form-sep-2015-revision\\_1.pdf](http://www.urbanaininois.us/sites/default/files/attachments/eo-report-form-sep-2015-revision_1.pdf)



## VENDOR REPRESENTATIONS AND ADDITIONAL DUTIES

The Vendor agrees that following representations and additional duties are a material part of the contract. The undersigned, having been duly sworn under oath, certifies and agrees as follows:

1. None of the Vendor or its partners, officers, owners, employees, or agents have been barred from contracting with a unit of State or local government in the past five years as a result of a conviction for bid rigging, in violation of 720 ILCS 5/33E-3 or any similar offense of any state or the United States which contains the same elements as this offense. 720 ILCS 5/33E-11.
2. None of the Vendor or its partners, officers, owners, employees, or agents have ever been barred from contracting with a unit of State or local government as a result of a conviction for bid rotating, in violation of 720 ILCS 5/33E-4 or any similar offense of any state or the United States which contains the same elements as this offense. 720 ILCS 5/33E-11.
3. If the Vendor holds any elected or appointed office under the laws or Constitution of this State, the Vendor is in compliance with the Public Officer Prohibited Activities Act. 50 ILCS 105/3.
4. The Vendor is not a municipal officer with a prohibited financial interest in this contract, directly in the officer's own name or indirectly in the name of any other person, association, trust, or corporation, in accordance with 65 ILCS 5/3.1-55-10.
5. *Please initial one statement, in accordance with 65 ILCS 5/11-42.1-1:*
  - A. \_\_\_\_\_ The Vendor is not delinquent in the payment of any tax administered by the Department of Revenue unless the Vendor is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax.
  - B. \_\_\_\_\_ The Vendor has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due and is in compliance with the agreement.
6. If the Vendor employs commercial motor vehicle operators, the Vendor is in compliance with the Federal Highway Administration rules for controlled substances and alcohol use and testing. 49 CFR Parts 40 and 382.
7. During the term of this contract, the Vendor shall comply with (a) Urbana City Code Section 2-119, which prohibits employment discrimination by contractors and vendors with the City; (B) the Equal Employment Opportunity provisions of Ill. Admin. Code tit. 44, § 750; and (C) Article 2 of the Illinois Human Rights Act, 775 ILCS 5/2-101 *et seq.*, including without limitation the requirement that the Vendor have a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
8. If this contract involves the construction, reconstruction, alteration, repair, improvement, or maintenance of public works, the Vendor has filed with the City and made available to the general public a copy of the Vendor's written substance abuse prevention program, which meets or exceeds the requirements of 820 ILCS 265/15.



**APPENDIX C:  
VENDOR REPRESENTATIONS AND ADDITIONAL DUTIES**

9. If this contract involves the construction, reconstruction, alteration, repair, improvement, or maintenance of public works, the Vendor shall use United States produced steel products, in compliance with 30 ILCS 565/4.

10. If this contract involves the construction, addition to, or alteration of public works, the Vendor shall employ laborers in compliance with the Veterans Preference Act (330 ILCS 55/0.01 *et seq.*) and the Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 *et seq.*).

11. The Vendor shall comply with all applicable provisions of the Prevailing Wage Act, which requires the payment of the prevailing rate of wage to all laborers, workers, and mechanics employed by or on behalf of a public body in the construction, demolition, maintenance, or repair of public works. 820 ILCS 130/0.01 *et seq.* The prevailing wage rates are established and revised by the Department of Labor and are available at [www.state.il.us/agency/idol/rates/rates.htm](http://www.state.il.us/agency/idol/rates/rates.htm).

12. The Vendor shall obtain from all subcontractors to be used in the performance of this contract a sworn statement agreeing to the representations and additional duties contained on this document. The Vendor shall maintain the sworn statements on file for the duration of this contract and shall promptly provide them to the City upon request. If a subcontractor is or becomes ineligible for a contract with the City, the Vendor promptly shall terminate its subcontract upon the City's request. The Vendor shall include adequate provisions in all subcontracts to allow it to terminate such subcontracts as required herein.

The representations contained on this document are true, complete, and correct in all respects. The representations contained herein are continuing. If any such representation is no longer true or correct, the Vendor promptly shall notify the City in writing.

Vendor:

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

Printed name:

Title:

Date:

State of

County of

Signed and sworn (or affirmed) to before me on \_\_\_\_\_ (date)

by \_\_\_\_\_ (name of person making statement).

(seal)

\_\_\_\_\_  
Signature of notary public



## APPENDIX D: POLICE SERGEANT JOB DESCRIPTION

CITY OF URBANA

Human Resources Division

# POLICE SERGEANT

---

<b>Department:</b> Police	<b>Division:</b> Operations
<b>Work Location:</b> Urbana City Building	<b>Percent Time:</b> 100%
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> Police Lieutenant	<b>Union:</b> FOP

### **JOB SUMMARY**

Supervises patrol and traffic regulatory activities and administrative assignments; performs patrol and investigative duties; ensures public safety by enforcing criminal and traffic laws in the City of Urbana; reviews Police Officers' work through oral and written reports, discussions on major patrol and administrative requirements and observation of results.

### **ESSENTIAL FUNCTIONS**

- Plans, assigns, and approves work of Police Officers on shift; instructs in methods or procedures; responsible for initiating disciplinary actions; accountable for work of Police Officers; handles complaints and suggestions.
- Inspects equipment and appearance of subordinates on an assigned shift; conducts shift briefing; reviews completed reports; patrols city and checks on work assignments; provides advice and assistance as required.
- Assists in the training of police personnel on an assigned shift or within the police training program; performs administrative assignments for the departmental superior.
- Makes selective assignments and performs preliminary investigation work; investigates special complaints and criminal cases; interviews witness and interrogates suspects; interrogates prisoners charged with crimes; takes statements; testifies as a witness in court.
- Performs station work on limited assignment in the absence of the superior; supervises shift work assignments; receives and directs the handling of complaints; provides public information on varied police and nuisance matters; keeps records and prepares shift reports.
- Supervises work and books prisoners; prepares arrest reports; records data on lost or stolen goods; receives and controls money and property.
- Evaluates recruits monthly and Police Officers in accordance with Departmental Policy and standard operating procedures.

- Handles citizen complaints and monitors investigation of complaints against subordinates in accordance with standard operating procedures.
- Monitors and directs work of shift Police Services Representatives.
- Supervises and assists in processing photographs and latent finger print development taken at scene of crime.
- Attends staff and committee meetings as assigned.
- Evaluates special events, including parades, demonstrations, sporting events, school events and races; attends planning meetings to assist organizers of events.
- Performs shift functions of Police Lieutenant when Police Lieutenant is absent.
- Performs duties of Police Officer when short staffed.
- May be assigned as Criminal Investigations Division (C.I.D.) Supervisor.
- Additional Essential Functions may include:
  - Assigning and supervising cases.
  - Tracking major criminal trends and intelligence files.
  - Processing documentation of arrests and tickets; Distributing subpoenas and arrest warrants.
  - Coordinating Crime Stoppers Program.
  - Responding to calls regarding cases in progress.
  - May be assigned as Case Management Supervisor.
  - Performs other related duties and projects as assigned.

**JOB REQUIREMENTS:**

**Education & Experience**

- Knowledge typically acquired through completion of an associate's degree in Criminal Justice or related course work, three years of sworn law enforcement experience, and successful completion of probation in the Urbana Police Department.

**Knowledge of:**

- Controlling federal, state, and municipal laws and ordinances respecting arrest, admissible evidence, and prosecution of persons.
- Geography of the general area and road network.
- Modern police practices, methods and procedures employed in field patrol and criminal investigation work.
- Principles of accident investigation and of the techniques of interrogation and of criminal investigation.
- First aid.
- Court system.
- Departmental policies, rules and regulations.

**Ability to:**

- Safely and properly operate and monitor equipment
- Cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Analyze situations quickly and objectively, and to take emergency courses of action.
- Write and speak effectively.
- Develop skill in the use and care of firearms and other equipment used by police.
- Effectively interact with others in a diverse community; skills in areas such as Personal Relations, Psychology, and Sociology.
- Plan, assign, supervise, and evaluate work of subordinates.
- Conduct training and to demonstrate the effective use of equipment and apparatus, and to prepare operational work records and reports.

**RESPONSIBLE FOR:**

- Preventing crimes.
- Supervising the patrol and traffic regulatory activities and administrative assignments of shift Police Officers; responsible for directing and monitoring shift Police Service Representatives.
- Ensuring the safety and well-being of Police Officers as well as the general public.
- Routine maintenance of equipment and vehicle.
- Safe utilization of City vehicles and property.
- As C.I.D. Sergeant, may be responsible for the Crime Stoppers Program.
- May be responsible for processing pay roll and writing pay roll reports.

**CONTACTS - INTERNAL/EXTERNAL:**

- Daily contact with general public, businesses, other City Departments, and other law enforcement agencies.
- Daily contact with the State's Attorney's Office, the Public Defender's Office, defense attorneys, prosecutors, judges, social service providers, medical personnel, and the media.
- Daily contact with METCAD, victims, suspects, informants, and criminals.
- Weekly contact with the Department of Children and Family Services, Mental Health providers, the Circuit Clerk's Office, private investigators, and the Probation Office.
- Monthly contact with the Coroner's Office and the Champaign County Humane Society.

**WORK ENVIRONMENT:**

- Principle work location is out-of-doors, with possibility of exposure to inclement weather.
- Handles stressful situations.
- Works in and about the hazards of traffic.

- Exposed to a variety of situations that could cause severe injury or fatality, such as violence, disease, blood and other bodily fluids, fire-arms, and speed-related traffic accidents.
- May work second or third shift.
- May work holidays and weekends.
- On call for emergency situations.

**SPECIAL EFFORT REQUIRED:**

- Physical: Weight in proportion to height. No physical disability or limitations (including vision) which would prohibit the performance of assigned duties.
- Minimum age of not less than 21 years at time of appointment.
- Must possess a valid State of Illinois Class D driver's license.
- Must possess a Police Training Institute Certificate of basic training.
- Must pass annual Firearm Certification Testing.
- May be required to seek certification in the use of PR-24 (night stick), electronic restraint device, cap-stun (chemical irritant), rifle, sniper, breathalyzer equipment, and/or Law Enforcement Agency Data System (L.E.A.D.S.) operation.
- Must be a United States citizen.
- Must successfully complete a six (6) month probationary period.
- Works with confidential information.

*The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Class Specification History**

Revised minimum qualifications: 3/29/2017

General revision: 11/1993

For HR/Finance Use

<b>Title Code</b> 042	<b>Pay Grade</b> 02
<b>EEO Category</b> 4 – Protective Service	