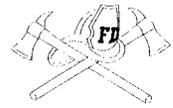




Comprehensive Options  
for Police Selection

**C.O.P.S. and F.I.R.E.**  
**Personnel Testing Service**



Firefighter Individual  
Readiness Evaluations

May 7, 2015

ATTN: Jennifer Hess, Deputy Clerk  
Police Commission  
10 South Seymour Avenue  
Grayslake, Illinois 60030

Dear Deputy Clerk Hess,

Enclosed are duplicate copies of the service agreement for the testing procedure(s) that you requested. Please confirm the date, time, and location for each event. If none are indicated, fill in with the information per our discussion. Sign each copy and return one to our office. The second copy is for your records.

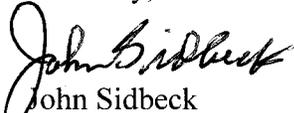
Additional material enclosed:

- Recommend guidelines for Orientation Program

Prompt return of the contract will reserve the date stipulated in the Service Agreement. If you have any questions regarding the testing process, please contact my office for assistance.

Thank you for selecting COPS and Fire Personnel Testing Service to provide your testing needs.

Sincerely,

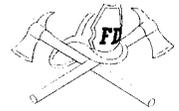
  
John Sidbeck  
President



S

Comprehensive Options  
for Police Selection

# C.O.P.S. and F.I.R.E. Personnel Testing Service



Firefighter Individual  
Readiness Evaluations

## Service Agreement for Public Safety Pre-employment Testing

**Client:** Board of Police Commissioners of Grayslake, Illinois

**Service Requested:** Entrance Level Police Orientation and Written Exam

This agreement is entered into by and between C.O.P.S. and F.I.R.E. Personnel Testing Service hereinafter referred to as "COPS and FIRE", and above indicated Client hereinafter referred to as "Client".

**RECITALS:** COPS and FIRE is in the business of providing law enforcement and fire service pre-employment recruiting and testing options and related support services. The Client is in the process of seeking individuals to apply for law enforcement or fire service employment opportunities and desires to use the services provided by COPS and FIRE. on their behalf. The requested procedures will assist the Client in recruiting and hiring suitable candidates for employment opportunities in the law enforcement and/or fire service fields.

**IT IS THEREFORE AGREED:**

COPS and FIRE will conduct the following pre-employment testing procedures.  
To this regard COPS and FIRE will –

- Conduct the Orientation on September 26, 2015 at 9:00 a.m.  
At a location To Be Determined  
Fee: \$100.00
- Conduct the Law Enforcement Entrance Level Written Exam on September 26, 2015 following Orientation  
At location To Be Determined  
Fee: \$39.00 per applicant with a minimum fee of \$975.00

COPS and FIRE will provide the materials and personnel unless otherwise noted, to conduct and score the exams, and provide the Client with written documentation supporting each examination.

The Client hereby undertakes to indemnify, hold harmless, save and protect COPS and FIRE from any and all liability, loss or damage, including reasonable attorney's fees, COPS and FIRE may suffer as a result of claims, demands, costs, or judgments against it arising from any act or omission, except those deemed willful or wanton of COPS and FIRE or its employees, related to the conduct and administration of the examination(s) specified above.

COPS and FIRE represents that it is familiar with the requirements of all applicable federal, state, and local anti-discrimination laws, rules, regulations, or guidelines, including the American with Disabilities Act, and will make every reasonable effort to comply therewith.

Upon completion of the examination(s) COPS and FIRE will provide the Client with a billing statement detailing the amount owed to COPS and FIRE for its services. Client agrees to provide payment for those services within forty-five days of the receipt of said statement.

Signing of this contract indicates the Client's agreement to the terms of COPS and FIRE as stated herein.

Signatures of offer and acceptance:

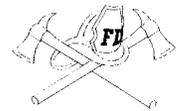
COPS and FIRE Personnel Testing: John S. [Signature] Date 5-7-15

Contact: BK [Signature], Board of Police Commissioners of Grayslake, Illinois

Phone: 847-223-2515 Email: bjhess@villageofgrayslake.com 5/12/15



# C.O.P.S. and F.I.R.E. Personnel Testing Service



Comprehensive Options  
for Police Selection

Firefighter Individual  
Readiness Evaluations

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Signatures of offer and acceptance:

COPS and FIRE Personnel Testing: John Sidbeck Date 5-7-15

Contact: BK [Signature], Board of Police Commissioners of Grayslake, Illinois

Phone: 847-223-4515 Email: JHess@villageofgrayslake.com Date: 5/12/15



# C.O.P.S. Testing Service, Inc.

200 West Higgins Road, Suite 201 ... Schaumburg, Illinois 60195  
Telephone: 847-310-2677 ... Facsimile: 847-885-1757

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## **Recommended Agenda for Orientation Program**

1. **Presentation by representative of the Commission Board**
  - Introduce speakers and topics
  - Explain the Board's hiring process relative to the applicants
  
2. **Presentation by Police Chief or representative**
  - Present an overview of the departments operational procedures
  
3. **Presentation by department Training Officer**
  - Point out each applicant appointed to the department must pass all schooling and training as well as successfully complete the probationary period before he/she can become a certified patrol officer.
  - Provide information on the process involved with the schooling, in-house training, and probationary period.
  
4. **Presentation by a female officer, if available**
  - Explain the duties and the daily life of a female officer and the effect that it has on her public and private life.
  
5. **Presentation by the spouse of a present department member.**
  - Tie in the relationship of husband, wife and department and how the changes will effect their marriage and family life.
  
6. **Representative of the testing firm**
  - Review the written examination and its testing procedures
  - Open questions to applicants



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

## *Personnel Testing Service*



Comprehensive Options  
for Police Selection

847-310-2677

Firefighter Individual  
Readiness Evaluations

## **Newly Expanded Polygraph Division**

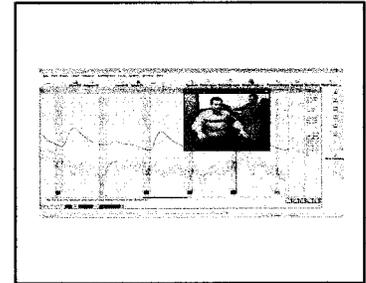
### **Immediate Appointments Available Rapid Feedback Presented in Comprehensive Reports**

#### **POLYGRAPH EXAMINATION**

Insure 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.

##### **Applicant Polygraphs Can 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**



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.

#### **PSYCHOLOGICAL EVALUATION**

Psychological assessments are implemented to identify candidates with the appropriate mental ability to pass public safety employee training programs, emotional stability to withstand the stress associated with being a police officer or a firefighter and the maturity to work within those departments.



##### **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**

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