



*Sam Gaines, Chief of Police*  
*Ryan Hurst, Deputy Chief*

# MATTOON

## *Police Department*

*1710 Wabash Ave.*  
*Mattoon, IL 61938*  
*Phone (217) 235-5451*  
*Fax (217) 258-6715*



*Rick Hall, Mayor*  
*Kyle Gill, City Manager*

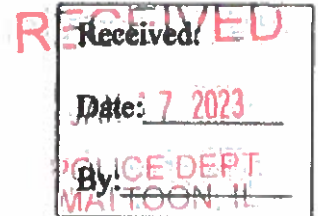
## **Partial Denial of Freedom of Information Act Request (FOIA)**

**Exemptions: Redactions made on pages 1,2,6,7,8,9,10**

Section 2(c-5) of FOIA, 5 ILCS 140/2(c-5), defines “private information” as: unique identifiers including a person’s social security number, driver’s license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person.

Section 7(1)(c) of FOIA, 5 ILCS 140/7(1)(c), (1)(d)(iv) exempts “personal information” from release under FOIA unless disclosure is consented to in writing by the individual subjects of the information.

FOIA-Mattoon Police Department



## APPLICATION FOR EMPLOYMENT

Mattoon Police Department  
Experienced Police Officer Applicant

Please return to:  
City of Mattoon  
Fire & Police Board  
Attn: Administrative Assistant  
1710 Wabash Ave.  
Mattoon, IL 61938

We welcome you as an applicant for employment with the City. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the City of Mattoon to provide equal opportunity in employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, political affiliation, gender, sexual orientation, age, marital status, veteran status, or physical or mental disability. This policy applies to all phases of full, part-time, and seasonal employment.

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the City of Mattoon. Please furnish us with complete information as outlined in this application. You are encouraged to attach any additional information, which you believe qualifies you for the position for which you are applying. Please type or print legibly. If you have any questions about the status of your application please contact Heather Smith at 217-258-7901.

Name: Roley Anthony Joseph  
(Last) (First) (Middle)

Address: [Redacted] [Redacted]  
(Street) (City) (State) (Zip Code)

Date of Birth: [Redacted]

Type of work or title of job you are seeking: Police Officer

Telephone Number: [Redacted] [Redacted]  
(Day) (Evening)

Presently Employed: ☒ Yes ☐ No

If yes, may we contact your Employer?

☒

Yes

☐

No

Do you possess a valid Illinois Driver's License?

☒

Yes

☐

No

Class

License Number

Do you have any restrictions?

☐

Yes

☒

No

If yes, please explain:

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Has your driver's license ever been suspended or revoked?

☐

Yes

☒

No

If yes, please explain:

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

*(A conscientious objector is an "individual who has claimed the right to refuse to perform military service")*

Are you legally authorized to work in the United States?

☒

Yes

☐

No

Have you ever been convicted of any criminal or traffic violation?

☐

Yes

☒

No

Please explain: (Attach if necessary)

In answering this question, you are not obligated to disclose sealed, annulled or expunged convictions, or convictions that were pardoned by the Governor.

A criminal conviction will not necessarily be a bar to employment; rather, such information is only relevant in determining whether the conviction is directly related to the job for which you are applying. Failure to honestly answer these questions will result in discontinued consideration of the application or termination of employment.

Are you presently working for the City?

☐ Yes

☒ No

Position: \_\_\_\_\_

Have you previously worked for the City?

☐ Yes

☒ No

Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Do you have any relatives who work for the City?

☐ Yes

☒ No

Names(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Names(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Names(s) \_\_\_\_\_ Relationship \_\_\_\_\_

If hired, when will you be able to begin work? 01/17/2023

Military Service: Branch \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Please explain: (Attach if necessary)

Education: (Select highest grade completed)

☐ 9

☐ 10

☐ 11

☒ 12

☐ 13+

Name and Location of High School: Mattoon High School

Graduated?

☒ Yes

☐ No

☐ GED

**Training Beyond High School:**

List College or Universities, Specialized Training Courses, Apprenticeships or other classes you have attended or training you have taken. Please give detailed information and locations of schools or training sessions, dates attended, credits earned, major areas of study and degrees or certificates you have received.

Name & Location	Credits Earned	Courses or Area of Study	Degrees Earned
Lake Land College 5001 Lake Land Blvd.	52	Associates Degree in Criminal Justice	N/A

**Employment Information:**

Begin with your present employer and work back. Account for all time during the past ten years, including periods of unemployment. List any other work experience that may qualify you for this position. Attach additional pages if necessary.

<b>Employer:</b> <u>City of Arcola</u>	<b>From:</b> <u>04</u> <u>2018</u> Mo. Yr.
<b>Address:</b> <u>114 N. Locust St. Arcola, IL 61910</u>	<b>To:</b> <u>01</u> <u>2023</u> Mo. Yr.
<b>Phone#:</b> <u>217-268-4906</u>	<b>Total:</b> <u>4</u> <u>9</u> Years Months
<b>Supervisor:</b> <u>Chief Nick Suding</u> (Name & Title)	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time
<b>Your Title:</b> <u>Police Officer</u>	<b>Hrs./Wk:</b> <u>40</u>
<b>Your Duties:</b> <div style="border: 1px solid black; padding: 5px; min-height: 100px;">Patrol city streets, conduct investigations, process and maintain evidence, arrest and process suspects, respond to calls for service, maintain the computer network/IT related duties.</div>	<b>Last Salary:</b> <u>\$ 24/hr</u>
	<b>Reason for Leaving:</b> <u>Career advancement options</u>

*(Employment Information continued...)*

<p>Employer: <u>Coles-Moultrie County 911 - CECOM</u></p> <p>Address: <u>10500 State Highway 16</u></p> <p>Phone#: <u>217-345-0060</u></p> <p>Supervisor: <u>Asst. Director Amanda Williamson</u> (Name &amp; Title)</p> <p>Your Title: <u>911 Dispatcher</u></p> <p>Your Duties:</p> <div><p>Answer emergency/non-emergency calls, dispatch police, fire, EMS services to calls, trained new dispatchers, provide medical aid via telephone until responders arrived.</p></div>	<p>From: <u>10</u> <u>2012</u> Mo. Yr.</p> <p>To: <u>12</u> <u>2018</u> Mo. Yr.</p> <p>Total: <u>6</u> <u>2</u> Years Months</p> <p><input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>Hrs./Wk: <u>40</u></p> <p>Last Salary: <u>\$ \$14.50/hr</u></p> <p>Reason for Leaving: Career change</p>
<p>Employer: <u>K.C. Summers Inc.</u></p> <p>Address: <u>117 S. 19th St.</u></p> <p>Phone#: <u>217-234-8863</u></p> <p>Supervisor: <u>Service Manager John Beel</u> (Name &amp; Title)</p> <p>Your Title: <u>Service Department Advisor</u></p> <p>Your Duties:</p> <div><p>Assist customers with vehicle service, promote sales of products, pick up or drop off customers vehicles as needed, answer a wide variety of questions regarding vehicles.</p></div>	<p>From: <u>05</u> <u>2007</u> Mo. Yr.</p> <p>To: <u>12</u> <u>2012</u> Mo. Yr.</p> <p>Total: <u>5</u> <u>7</u> Years Months</p> <p><input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>Hrs./Wk: <u>40</u></p> <p>Last Salary: <u>\$ \$11/hr</u></p> <p>Reason for Leaving: Career change</p>

**Please list any job related special qualification, training or experience, which you have and feel should be considered in reviewing your application:**

Law Enforcement certification from MCLETC Decatur, LEADS/NCIC certified CPR/AED certified, Patrol Rifle certification, ARIDE certification, Field Training Officer certification, Lead Sexual Assault Investigator certification, Evidence Technician, up-to-date on PTB training requirements.

**Emergency Contact:** In case of emergency, please notify:

Name	Address	Telephone	Relationship
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[REDACTED]			
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**Professional References:** Please list the names of three supervisors/co-workers that you have known for at least one year:

Name	Address	City, State, Zip	Phone
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✓ [REDACTED]	[REDACTED]		
✓ [REDACTED]	[REDACTED]		
✓ [REDACTED]	[REDACTED]		

**Personal References:** Please list the names of three persons (not relatives of yourself or your spouse) as references to your character, integrity, honesty, personality and qualifications for an appointment with the City of Mattoon.

Name	Address	City, State, Zip	Phone
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✓ [REDACTED]	[REDACTED]		
✓ [REDACTED]	[REDACTED]		
✓ [REDACTED]	[REDACTED]		

**Please Read Carefully Before Signing:** I certify that all the statements in this application are true and accurate. I understand that any false statements on this application shall be considered sufficient cause for dismissal.

I authorize the City of Mattoon to investigate any of the information contained herein, including the contacting of my references.

If I receive a conditional offer of employment from the City, I agree to submit to a credit check, a psychological examination, a physical examination, which includes a pre-employment drug test and a vision test, which I will be required to pass before being finally accepted for employment.

I further agree to comply with all the rules and regulations of the City of Mattoon now in force or any that may be established.

Applicant's Signature

A large black rectangular box redacting the applicant's signature.

Date

01/13/2023

Applicant must sign waiver on following page!

**WAIVER/RELEASE OF LIABILITY  
APPLICANT FOR PUBLIC EMPLOYMENT**

AGREEMENT made this 13<sup>th</sup> day of January, 2023 between Anthony J. Riley, an applicant for employment as an **EXPERIENCED POLICE OFFICER** with the **POLICE DEPARTMENT** of the City of Mattoon, Illinois, (the "Applicant") and the **CITY OF MATTOON, ILLINOIS**; its Board of Fire and Police Commissioners; the City's and the Board of Fire and Police Commissioners' employees, agents, representatives and assigns (specifically any testing agency employed by the City or its Board of Fire and Police Commissioners) hereinafter collectively referred to as the "City", witness:

**WHEREAS**, Applicant has applied to the City for employment as a police officer; and

**WHEREAS**, the City is required to subject the Applicant to a competitive testing process;  
and

**WHEREAS**, the Applicant has agreed to submit to a variety of examinations including physical ability/agility, oral interviews, medical examinations and such other examinations, and to undergo a thorough background investigation, as deemed appropriate by the City; and

**WHEREAS**, the City has agreed to administer said exams, on an as needed basis and as provided by the rules and regulations of the City's Board of Fire and Police Commissioners, without expense to the Applicant, and

**WHEREAS**, both parties hereto, agree that the examination process is conducted for the purpose of obtaining well-qualified individuals to fill the position sought by the Applicant, the parties hereto agree as follows:

Applicant, in consideration of the payment, by the City, of the fees associated with the conduct of examinations to be taken by the Applicant, hereby agrees to waive any claims the applicant may now have or may have in the future (specifically including any claim as to personal injury and/or damages) arising from Applicant's participation in any examination (specifically including a physical ability/agility examination) or background investigation conducted by or for the City as part of its pre-employment screening process for the position of police officer. The Applicant further states that this waiver is given voluntarily and with the knowledge that the Applicant is waiving any and all liability the City may incur as to the Applicant resulting from the Applicant participation in the pre-employment screening process. The Applicant specifically waives the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820 ILCS, §40/7(1). The Applicant also acknowledges that the Applicant had the opportunity to discuss the import of the Waiver with legal counsel of Applicant's own choosing.

Subscribed and sworn to before me

this 13<sup>th</sup> day of JANUARY, 2023.

Notary Public

Applicant

OFFICIAL SEAL  
CINDY L LAMB  
NOTARY PUBLIC, STATE OF ILLINOIS  
My Commission Expires May 9, 2024

## AUTHORITY TO RELEASE INFORMATION

To Whom It May Concern:

I hereby authorize any authorized representative of the City of Mattoon bearing this release, or copy thereof, within 3 ½ years of its date, to obtain any information in your files pertaining to my employment, credit or educational records including, but not limited to, academic, achievement, attendance, athletic, personal history, and disciplinary records; medical records, and credit records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Mattoon. I hereby release you, as the custodian of such records, and any law enforcement agency, school, college, university, or other educational institution, hospital or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me.

Full Name \_\_\_\_\_

(Signature)

Full Name: Anthony J. Roley

(Typed or printed name)

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

(Street Address)

(City)

(State)

(Zip)

Telephone Number \_\_\_\_\_

(Home)

(Mobile)

(Other)

Date: 01/13/2023

OFFICIAL SEAL  
CINDY L LAMB  
NOTARY PUBLIC, STATE OF ILLINOIS  
My Commission Expires May 9, 2024

Subscribed and sworn to before me

this 13th day of January, 2023.

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

**DISCLOSURE AND AUTHORIZATION**  
**[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]**  
**NOTICE REGARDING BACKGROUND INVESTIGATION**

City of Mattoon ("the Company") may obtain information about you from a consumer reporting agency for purposes of employment. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants, volunteers, and contractors is an investigation into your education and/or employment history conducted by Mattoon Police Department, 1710 Wabash Ave., Mattoon, IL 61938 (217-258-7911) or an outside organization. The scope of this notice and authorization is all encompassing, however, allowing City of Mattoon to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment or service to the district to the extent permitted by law.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by City of Mattoon by contacting the agency identified above directly.

**ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment and/or service, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Mattoon Police Department, 1710 Wabash Ave., Mattoon, IL 61938 (217-258-7911) or an outside organization acting on behalf of City of Mattoon, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the company.

Last Name Roley First Anthony Middle J.

Other/Alias A.J. Roley

Social Security# [REDACTED] Date of Birth [REDACTED]

Driver's License# [REDACTED] State of Driver's License [REDACTED]

Present Address [REDACTED] Phone Number [REDACTED]

City/State/Zip [REDACTED]

Signature [REDACTED] Date [REDACTED]

\*This information will be used for background screening purposes only and will not be used as hiring criteria.