

University of Illinois Urbana-Champaign Campus

Civil Service Application

The University of Illinois is an Affirmative Action/Equal Opportunity Employer

Personal Data

Position Applying for Civil Service	
First name James	Middle Brian
Last Name Clark	
Suffix	
Mailing Address [REDACTED]	
City [REDACTED]	State [REDACTED]
Postal Code [REDACTED]	
County [REDACTED]	Country United States
Home Phone [REDACTED]	Work Phone [REDACTED]
Cell Phone [REDACTED]	
Email [REDACTED]	

Are you legally authorized to work in the U.S.? Yes No

Are you under the age eighteen? Yes No

Highest Grade Level 2 Year College

Current UI Employment Status Current Extra Help Civil Service Employee

Relatives employed by or on the Board of Trustees of the University of Illinois

NONE

Additional Information

Type of work Other	Position available Full-Time	Position Type 12-month appointment	Extra-help or Temporary Yes
Days Available to work Any	Hours available Daytime	Available to start work 11/27/2018	Contact at work Yes

Employment History

Job Title Security Officer	Organization Name (Current) U of I State Farm Center	City Champaign	State IL	Country United States
Supervisors Name Rafael Villalon		Supervisors Phone Number 2172444311	Reason for Leaving	
Annual Salary				
Hourly Rate 10	Hours per week 5	Full/Part Time Part-Time	Date Start October 01 , 2018	
Duties Responsible for monitoring crowds and secure areas of the State Farm Center during events to provide a safe environment for guests attending events				
Prior Name Used Jim Clark				

Job Title Special Events Coordinator	Organization Name (Previous) Champaign Police Department	City Champaign	State IL	Country United States
Supervisors Name Tod Myers		Supervisors Phone Number 2173698121	Reason for Leaving Interim position only	
Annual Salary				
Hourly Rate 47	Hours per week 20	Full/Part Time Part-Time	Date Start September 04 , 2018	Date End October 19 , 2018
Duties Asked to return to the department to manage the special events process. Duties included processing all special event applications, meeting with sponsors to plan events, issuing permits and training of the permanent special events coordinator				
Prior Name Used Jim Clark				

Job Title Lieutenant	Organization Name (Previous) Champaign Police Department	City Champaign	State IL	Country United States
Supervisors Name Joe Gallo		Supervisors Phone Number 2172025240	Reason for Leaving Retired	
Annual Salary	118000			
Hourly Rate 40	Hours per week 40	Full/Part Time Full-Time	Date Start June 19 , 1995	Date End September 02 , 2016
Duties My responsibility was the overall management of the south district to ensure that professional police services were provided to the citizens of Champaign and the students of the University of Illinois, and I worked extensively with the University of Illinois Police Department to achieve those goals. In each supervisory/management position I developed the skills and obtained the experiences I believe make me an excellent candidate for the Evidence Custodian position. For example; I was responsible for budgeting, scheduling, hiring, training, preparing reports, writing policy, conducting community and city council presentations, customer service, citizen complaint investigations, employee discipline, and employee development. In addition, I served as the supervisor of the Champaign Police Department Crime Scene Unit for 17 years. As the supervisor of that unit, I was responsible for ensuring the thorough processing of crime scenes, which included locating, photographing and properly processing and securing items of evidence. I then ensured that evidence was properly cataloged, documented in police reports and submitted to the evidence custodian. I have worked extensively with the Illinois State Police Crime Lab to ensure that the proper items of evidence were sent to the lab for processing. As the Professional Standards Lieutenant, I was responsible for conducting audits of the evidence room to ensure proper documentation and storage of items of evidence.				
Prior Name Used Jim Clark				

Job Title Patrol Officer	Organization Name (Previous) Tuscola Police Department	City Tuscola	State IL	Country United States
Supervisors Name Chief Craig Hastings		Supervisors Phone Number 2172532351	Reason for Leaving Accepted Job at the Champaign Police Department	
Annual Salary 23000				
Hourly Rate	Hours per week 40	Full/Part Time Full-Time	Date Start June 23 , 1989	Date End June 18 , 1995
Duties I served as a uniformed patrol officer for the City of Tuscola, where I was responsible for providing police services to the citizens of the City of Tuscola.				
Prior Name Used Jim Clark				

Job Title Deputy Sheriff	Organization Name (Previous) Douglas County Sheriff's Ofc	City Tuscola	State IL	Country United States
Supervisors Name Sheriff Chub Conner (Retired)		Supervisors Phone Number 2172532913	Reason for Leaving Accepted job at Tuscola Police Department	
Annual Salary 12000				
Hourly Rate	Hours per week 40	Full/Part Time Full-Time	Date Start November 01 , 1986	Date End June 22 , 1989
Duties Assigned to various positions within the department to include uniform patrol deputy, civil service, corrections and radio dispatch duties.				
Prior Name Used Jim Clark				

Military

NONE

High School Education

High School Status	Currently Attending	Start Date	End Date	Graduated	Graduation Date
High School Grad	No	August 1980	May 1984	Yes	May 1984

College Education

Name / Address	Start Date	End Date	Graduated	Degree Date	Hours Earned	GPA	Degree	Major/Minor
Northwestern University Evanston, IL, United States	August 2010	December 2010	Yes	December 2010			Non-Degree	
Parkland College Champaign, IL, United States	January 1986	May 1987	Yes	May 1987	71	3.5	Assoc of Applied Science	Major - Criminal Justice

Certifications

Certification Name Police Officer	Certification Status Active	Aquisition Date 11/01/1989	Renewal Date	Expiration Date
Issuing Agency Illinois Law Enforcement Train	Certification Number	State of Issue Illinois	Nation of Issue United States	

Driver's License

License Class Motorcycle License Passenger Driver's License	Endorsements	License Status Current	License Number [REDACTED]
State of Issue Illinois	Nation of Issue United States	Effective Date 08/16/2016	Expiration Date 09/03/2020

Language

NONE

Licenses

NONE

References

Name and Title	Address	Business Name	Phone Number	Email	Business/Personal

Skills

Skill	Comment
Background Investigator	While serving in the Professional Standards Division, I coordinated the hiring process for the Champaign Police Department. That process involved working with the Human Resource Department to schedule written and physical abilities testing and interviews. As part of my duties in that division, I conducted background investigations on all potential employees of the department, which involved travel throughout the United States. I then prepared detailed written reports on each applicant for the Chief of Police.

Computer Software	Good working knowledge of the ARMS computer software used by local police agencies to manage evidence.
Courtroom Testimony	I have over 29 years of law enforcement experience and have testified in hundreds of cases ranging from traffic tickets to homicide trials. I have worked extensively with prosecutors developing court exhibits and worked with the Champaign County State's Attorney's Office to better utilize technology in courtroom proceedings, specifically utilizing panoramic spherical photography of crime scenes to walk jurors through a crime scene.
Crime Scene Technician	Served as a crime scene/evidence technician for the Champaign Police Department and supervised the crime scene unit for 17 years. As the supervisor of that unit, I was responsible for ensuring the thorough processing of crime scenes, which included locating, photographing and properly processing and securing items of evidence. I then ensured that evidence was properly cataloged, documented in police reports and submitted to the evidence custodian. I was also responsible for maintaining and ordering supplies for the crime scene unit. I have worked extensively with the Illinois State Police Crime Lab to ensure that the proper items of evidence were sent to the lab for processing. As the Professional Standards Lieutenant, I was responsible for conducting audits of the evidence room to ensure proper documentation and storage of items of evidence.
Evidence Photographer	[REDACTED], I am a Crime Scene/Evidence Photographer and have taught new evidence technicians how to properly photograph crime scenes and items of evidence. I developed and wrote policy for the Champaign Police Department for the capture, storage and retention of digital photographic files, as well as purchasing and implementing the Extensis-Portfolio Digital Asset Management software to store digital evidence.
In-Car Video/Body Cameras	Prior to retiring from the Champaign Police Department I developed specifications and a request for proposal to replace the in-car video camera systems and the implementation of body cameras for all officers at CPD. This involved evaluation and field testing of several manufactures video camera systems, selection of final vendor and working with the Champaign County State's Attorney's Office to streamline process of providing videos for prosecution.
Law Enforcement Trainer	I am a certified Crime Scene Technician through the Illinois Law Enforcement Training and Standards Board and have taught crime scene/evidence processing to new police officers as well new evidence technicians.
Microsoft Office	Excellent working knowledge of the suite of Microsoft Office software programs, to include Word and Excel. Extensive experience in managing computer files and designing forms.
Project Management	Ability to manage numerous tasks and projects at one time. While at the Champaign Police Department I was responsible for the research, acquisition and implementation of several software programs to better serve the department. Examples include: ADORE Field Training Software, VISTA FX Crime Scene Diagramming Software, AFIX Tracker Fingerprint Identification system, Right Stuff scheduling and time keeping software, and LEA Data Technologies Training & Professional Standards software. In addition, I managed the purchase and implementation of a change in uniforms for 125 sworn officers.
Report Writing	As a 29-year law enforcement officer I have written thousands of police reports, of which many have been used in the prosecution of criminal cases. I have developed written policy and procedures for the Champaign Police Department and prepared detailed reports for the Champaign City Council. As the Professional Standards Lieutenant I was responsible for conducting complex internal investigations and preparing detailed reports for the Chief of Police on those investigations, which led to discipline and dismissal of employees.
School of Police Staff & Command	Completed Northwestern University School of Police Staff & Command 400 hour course in December of 2010.
Standardized Field Sobriety Test Instructor	Certified Standardized Field Sobriety Test instructor. Instructed new officers at the Police Training Institute and Mobile Training Teams on how to properly complete standardized field sobriety testing for over 12 years.
Verbal Skills	Excellent verbal skills with the ability to develop working relationships with co-workers.

Additional Comments

NONE

I certify that to the best of my knowledge the information provided to the University of Illinois in my application and attached documentation is true and complete. I understand that false answers, statements or omissions of any information requested here shall be sufficient grounds for disqualification from employment or immediate termination of employment.

I understand that as a condition of my employment I may be required to undergo a medical examination and/or fitness to work assessment, including drug testing.

I give the University of Illinois permission to investigate my past educational record, criminal history background, employment history and related activities releasing persons, companies or agencies supplying such information from liability. Additionally, the University may verify whether I am prohibited from participation in federal or state health care programs due to fraud, abuse or misconduct. This participation extends to all mandated governmental exclusion listings. By submitting this application, I understand that my inclusion on a state or federal exclusion list may invalidate any offer of employment or require my immediate termination of employment.

Submitting this application to the University of Illinois does not obligate the University of Illinois, the State Universities Civil Service System, or any institution or agency served by it nor does it indicate that there are positions open.

Acknowledgement Received : December 14, 2018 12:37 PM

James Brian Clark

User Name: XXXXXXXXXX

James B. Clark

November 27, 2018

University of Illinois Police Department
1110 W. Springfield Ave.
Urbana, IL 61801

Chief Craig Stone,

I am writing to express my interest in the University of Illinois Department of Public Safety Evidence Custodian position. I retired in September 2016 as a lieutenant with the Champaign Police Department but still have a strong desire to return and contribute to the public safety profession.

I believe I am qualified for this position because I have worked in the law enforcement field for 29 years, with 17 of those in management and supervision. I served four years as lieutenant, with two of those years as the South District Commander, which includes the University of Illinois campus. My responsibility was the overall management of the district to ensure that professional police services were provided to the citizens of Champaign and the students of the University of Illinois, and I worked extensively with the University of Illinois Police Department to achieve those goals.

In each supervisory/management position I developed the skills and obtained the experiences I believe make me an excellent candidate for the Evidence Custodian position. For example; I was responsible for budgeting, scheduling, hiring, training, preparing reports, writing policy, conducting community and city council presentations, customer service, citizen complaint investigations, employee discipline, and employee development. In addition, I served as the supervisor of the Champaign Police Department Crime Scene Unit for 17 years. As the supervisor of that unit, I was responsible for ensuring the thorough processing of crime scenes, which included locating, photographing and properly processing and securing items of evidence. I then ensured that evidence was properly cataloged, documented in police reports and submitted to the evidence custodian. I have worked extensively with the Illinois State Police Crime Lab to ensure that the proper items of evidence were sent to the lab for processing. As the Professional Standards Lieutenant, I was responsible for conducting audits of the evidence room to ensure proper documentation and storage of items of evidence.

I look forward to the opportunity to further discuss my experiences, qualifications and abilities as they relate to the position of Evidence Custodian for the University of Illinois Department of Public Safety. Thank you for the consideration.


Sincerely,

Jim Clark



August 23, 2016

102 North Neil Street
Champaign, Illinois 61820-4042
Telephone (217) 403-8720
Fax (217) 403-8725
www.ci.champaign.il.us

Mr. Jim Clark


Dear Jim,

Thank you for over twenty-one years of service to the City of Champaign and for all that you have accomplished at Champaign Police. It wasn't long after you were hired (four years in) that you were promoted from Officer to Sergeant, and then achieved the rank of Lieutenant in 2012.

During your dedicated performance to the Citizens of Champaign, you were recognized by your peers and received awards for Service, Teamwork (multiple times) and Competence. Back in 1996, you were an original member of the Crime Scene Unit. While a Sergeant, you acted as Field Training Officer, supervising the Crime Scene Unit. The fact that CPD no longer had to call the State Police for assistance at crime scenes was a direct result of your success in training and gaining equipment for the Unit.

All these actions speak highly of your commitment to the citizens of Champaign. Your loss to the Department will be felt.

I wish you the best.

Sincerely,


Deborah Frank Feinen
Mayor



NORTHWESTERN UNIVERSITY

School of Continuing Studies
NORTHWESTERN UNIVERSITY
339 East Chicago Avenue
Chicago, Illinois 60611-3008
(312) 503-6951

ACADEMIC TRANSCRIPT

Name (Last, First, Middle) Clark, James B.
F M SOC. SEC #
Center for Public Safety

DEGREE GRANTED: YEAR:

MAJOR FIELD: Minor Field:

Table with columns: Course No., Title of Course, Qtr. Hrs., Grade, Dept., Course No., Title of Course, Qtr. Hrs., Grade. The table content is mostly obscured by a large black redaction box.

[Redacted Signature]

REGISTRAR

Marshall College

Champaign, Illinois

By authority of the trustees of Marshall College

James Brian Clark

is hereby awarded the degree of

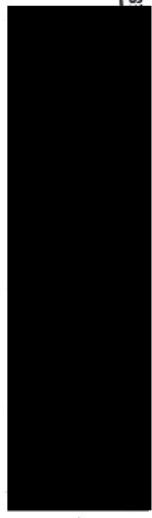
Associate in Applied Science
Criminal Justice

in recognition of the fulfillment of the requirements of this degree.

Awarded at Champaign, Illinois, this 21st day of May, 1987.



PRESIDENT OF THE COLLEGE



James B. Clark - Training Documentation List

Date	Training Hours	Course Description	Instructor
06/03/96	14	Basic Photography	Mobile Training Team # 12
09/09/96	40	Crime Scene Technician	Institute Police Technology & Management
11/04/96	40	Field Training Officer	Mobile Training Team # 12
11/19/96	24	Basic Photography	Don Shelton
03/12/97	8	Advanced Interview & Interrogation Techniques	Mobile Training Team # 12
06/02/97	36	Law Enforcement Trainer	Mobile Training Team # 12
10/20/97	36	Master Law Enforcement Trainer	Mobile Training Team # 12
02/18/95	16	Criminal Law & Review	Mobile Training Team # 12
03/31/98	7	Leadership - Organization Spirit	Mobile Training Team # 12
10/19/98	24	Basic Investigative Photography	Champaign Police Department
03/29/99	24	Major Case Investigation	Institute Police Technology & Management
06/21/99	7	Crime Scene Practical & Photography	Champaign Police Department
10/19/99	8	First Responder to Bomb Scenes	ATF
10/25/99	7	Crime Scene Sketches & Scenarios	Illinois State Police
11/22/99	14	Supervising the Field Training Program	Mobile Training Team # 12
01/21/00	7	Computerized Crime Scene Reconstruction	Mobile Training Team # 12
02/29/00	7	Leading for Results	Mobile Training Team # 12
09/14/00	7	Forensic Wound Identificaiton & Documentation	Mobile Training Team # 12
09/25/00	40	Police Supervision - Mastering Performance	Bill Westfall
05/09/01	24	Critical Incident Response	Illinois State Police
08/20/01	32	Forensic Digital Imaging - Phase I	Institute for Forensic Imaging
08/29/01	16	Alternate Light Source Training	Melles - Griot
12/07/01	8	First Responder to Terrorism	Urbana Police Department

04/22/02	40	Medicolegal Death Investigations Course	St. Louis University School of Medicine
06/07/02	8	Blood Spatter Analysis	Rod Englert
04/21/03	40	Fingerprint Comparison	Ivan Futrell
05/05/03	14	Project Development & Implementation	Institute for Intergovernmental Research
09/15/03	36	Standardized Field Sobriety Test Instructor	Illinois State Police
03/29/04	40	Digital Imaging Enhancement Seminar	Miami-Dade County Police Department
08/23/04	40	International Association of Identification Conference	IAI Staff
10/04/04	24	Enhanced Training for FTO's	Tim Goergen
12/13/04	24	Administration, Management & Supervision of FTO's	Institute Police Technology & Management
10/12/05	16	Advanced Photoshop CS2	Sterling - Ledet
11/28/05	40	Fingerprint Comparison	Ivan Futrell
12/20/05	7	Blood Spatter Analysis	Rod Englert
01/24/06	16	AFIX Tracker	Brian Dew
02/28/06	7	Why Managers Fail to Make an Impact	Jack Enter
05/08/06	14	Medical Death Investigations	Tracy Corey
10/30/06	40	Homicide Investigation	Mobile Training Team # 12
12/05/06	14	Officer Involved Shootings	Mobile Training Team # 12
12/18/06	7	Forensic Osteology	Mobile Training Team # 12
03/14/07	6	Microsoft Excel	
08/13/07	24	Crime Scene Management	David Newman
10/31/07	24	Advanced Homicide Investigation	Mobile Training Team # 12
03/03/08	24	Vista FX Crime Scene Diagramming Software Training	Vista FX Staff
10/20/08	24	Biological & Trace Evidence	
08/17/09	40	International Association of Identification Conference	IAI Staff

09/14/09	24	Advanced Palm Print Comparison Techniques	Mobile Training Team # 12
04/19/10	24	Forensic Science Training & Development Workshop	Mobile Training Team # 12
06/16/10	24	Crime Scene Reconstruction with Lasers	Laura Pettler
07/12/10	40	Spherical Panoramic Photography of Crime Scenes	Michael Narish
08/16/10	400	Northwestern School of Police Staff & Command	Northwestern Staff
05/11/11	16	Illinois Division I.A.I. Forensic Science Conference	IAI Staff
01/07/13	8	Organizational Accountability - Force Management	
03/15/13	8	Leadership for Reducing Organizational Streee	Mobile Training Team # 12
05/13/13	40	Force Science Certification	Force Science Staff
04/08/15	8	Time Management for Supervisors	Mobile Training Team # 12
04/09/15	8	Walking the Narrow Road of Leadership	Mobile Training Team # 12
05/01/15	8	Foundation for Strategic Awareness	Charles Huth
2000-2016	650	Crime Scene Technical In-Service Training	Champaign Police Department
	2273	Total Crime Scene/Evidence & Supervisor Related Training Hours	

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Clark, James Brian [REDACTED] 1-664000-Division of Public Safety ECLS: CA Total FTE: 1.000 Base Salary: \$48,000.00 Total Salary: \$48,000.00
 Full View:Transaction (1614270:8879610) ADDAJOB (3866238):Owner=No (None):Not Completed:Post-Apply:ReadOnly:BioDemoAccess:JobAccess=[UB7497-00], Stop: System Created Stop: CAMPUS:BEN:Apply C U-1 (1614270:8879610)

PROPOSED CHANGES

ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type	Apply Status
3869550	04/05/2019					EGC/ECC-EMP	Pass
3869549	03/23/2019	03/23/2019	UB1847-00 EH SECURITY	1-296001 State Farm Center	OT008, Employee Group Change	EGC/ECC-END	Pass
3866238	03/24/2019	03/24/2019	UB7497-00 EVIDENCE CUSTODIAN	1-664000 Division of Public Safety	OT008, Employee Group Change	EGC/ECC-ADD	Pass
3864692	03/25/2019					EGC/ECC-COMP REQ	

GENERAL INFO

- EMPLOYEE GENERAL INFORMATION
- BIO / DEMO
- EMPLOYEE BIO/DEMO INFORMATION
- ADDRESSES
- RACE AND ETHNICITY
- EMERGENCY CONTACT INFORMATION
- EDUCATION
- WORK HISTORY
- LICENSES
- CERTIFICATIONS
- DRIVERS LICENSES
- LANGUAGES

MEMOS

Transaction Memos

Memo	UserID	Date
We have hired James as a full time evidence custodian.	nhodge	3-25-2019 09:12:07
access approved	arcowan	3-25-2019 15:45:18
Changing home org to 664000 and ending SFC EH job.	jbutler	3-28-2019 09:05:50
This transaction should be an EGC change so the home org is CA.	arcowan	4-4-2019 09:13:04
	ejohnso2	04/05/2019 05:51 PM

ATTACHMENTS

Title	Doc Type	Description	Viewable Orgs
Clark.pdf	CIVIL SERV. MASTER REFERRAL		1-664000 Division of Public Safety1-296001 State Farm Center
Clark-BC.pdf	BACKGROUND CHECK		1-664000 Division of Public Safety1-296001 State Farm Center
Clark James.pdf	LTR OF EXPL-GENERAL	Salary Approval	1-664000 Division of Public Safety1-296001 State Farm Center

AUDIT TRAIL

Action	Action Timestamp	Stop Level:Role:Action EGrp Cam-COA-Coll-Dept-Org (TranID:StopID)	Owner
FYI STOP	2019-04-05 17:50:55	FYI Stop: CAMPUS:BEN:View C U-1 (1614270:376351)	
RELEASE OWNERSHIP (8879606)	2019-04-05 17:50:54		Johnson Love, Elizabeth
ROUTED TO STOP	2019-04-05 17:50:54	System Created Stop: CAMPUS:BEN:Apply C U-1 (1614270:8879610)	

JOBS

UB7497-00: EVIDENCE CUSTODIAN ECLS: CA TS ORG: 1-664000 TYPE: P FTE: 1.000 HRLY: 24.615385 BEGIN: 3/24/2019 BGT PRO: RO STATUS: A

JOB DETAIL

DATES	
PERSONNEL DATE: 3/24/2019	EFFECTIVE DATE: 3/24/2019
LAST PAID DATE:	JOB BEGIN DATE: 3/24/2019
JOB END DATE:	
POSITION: UB7497	SUFFIX: 00
POSITION CLASS: 09972 - EVIDENCE CUSTODIAN (LU)	JOB TITLE: EVIDENCE CUSTODIAN EVIDENCE CUSTODIAN (LU)
JOB TYPE: P - Primary S - Secondary	
PAY ID: BW - Biweekly	FACTOR: 26
JOB FTE: 1.000	APPT %: 100
PAY RATE	
HOURLY: 24.815385 16.850000	MONTHLY:
ANNUAL: \$48,000.00 \$32,857.50	
JOB STATUS: A - Active	
JOB CHANGE REASON: OT008 - Employee Group Change JB001 - Add Job	TIMESHEET
COA: 1	ORG: 664000 - Division of Public Safety
TIME ENTRY METHOD: D - Departmental W - Web	FLSA PRIMARY POSITION:
JOB EMPLOYEE CLASS: CA - CS 75Hr/pay N/E Ben Elig	LEAVE CATEGORY: 13 - CS 37.5 N-Ex 2 FH
ACCRUE LEAVE: Y - Yes	
SALARY	PROBATIONARY
GROUP: 2019A	TABLE: EA
GRADE: 19	STEP: 0-0
PROB PERIOD: 6	BEGIN DATE: 3/24/2019
END DATE: 9/23/2019	INCREASE MM/DD: 03/24
ANNIV DATE: 3/24/2019	
BUDGET PROFILE CODE: RO - Open Range - Recurring	BARGAINING UNIT: NONE
SEARCH NUMBER:	HOURS PER DAY: 7.5
HOURS PER PAY: 75.0	
JOB COMMENTS	
Comments	UserID
Date	
Rule Number: 60G1 Exam Number: 000194623 Exam Score: 93 Register Type: OE Exam Taken: 12/06/2018 Application Date: 03/30/1988 Class Code: 0997 Class Title: Evidence Custodian Salary: \$48,000.00 HR Assistant Manager: LYM	lmcbride
04-05-2019 13:17:00	
James Clark has been hired full-time as an Evidence Custodian at UIPD.	nhodge
03-26-2019 09:58:00	

- JOB LABOR DISTRIBUTIONS
- POSITION DATA
- CIVIL SERVICE EXAM DATA
- WORK SCHEDULES
- SERVICE DATES & CONTRACT PARAMETERS
- DEFAULT EARNINGS
- FACULTY RANK & TENURE

NEW HIRE FORMS		
HIRE DATE: 3/25/2019	NEW HIRE LOGON DATES	
LOGON ID: [REDACTED]	EXPIRATION DATE: 5/24/2019	PURGE DATE: 6/8/2019
LOGON ADDED ON: 3/21/2019	Reset Password	
LOGON ADDED BY: [REDACTED]	LOGON ID: [REDACTED]	
UNIT CONTACT EMAIL:	PASSWORD: [REDACTED]	
EMPLOYEE EMAIL: jbclark@uillinois.edu		

NEW HIRE FORM STATUS		
APPLICATION / FORM	STATUS	DATE
Tracker/19	Completed	

- HR FORMS**
- BENEFIT FORMS**
- Demographics Verification

Benefits Orientation
403b Retirement Plan(Optional)
Transfer of Sick Leave
Benefit Enrollment Information
UI LTD(Optional)
Fed Hlth Care Notification
UI AD&D(Optional)
Supp 403b Universal Notice

* REQUIRED: Tax Regulations require this form to be on file for each employee. Transaction cannot be routed until this form has been completed.
+ Department's responsibility to ensure that these forms are completed by the employee. Please have the international employees contact University Payroll and Benefits to complete the W4 form.
^ NOT REQUIRED for employees with a UA eclass.
NOT REQUIRED for employees with a SA eclass.

From: [Stanton, Philip Reid](#)
To: [Hodge, Nicole J](#)
Cc: [Austin, Adam P](#)
Subject: RE: Evidence Custodian Salary
Date: Monday, February 18, 2019 6:22:16 PM

Nikki,

Sorry for the delayed response. I'm okay with \$24.615385/hr (\$48,000/yr).

-Phil

From: Hodge, Nicole J <nhodge@illinois.edu>
Sent: Thursday, February 07, 2019 2:18 PM
To: Stanton, Philip Reid <prstanto@uillinois.edu>
Cc: Austin, Adam P <apaustin@illinois.edu>
Subject: RE: Evidence Custodian Salary

Good afternoon, Phil,

After discussion with James Clark, Chief Stone would like to increase James' salary to \$48,000. Is this possible? He has not consented to anything, I wanted your thoughts first.

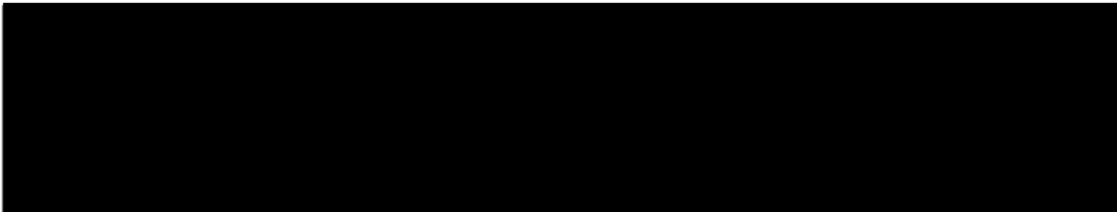
Thanks,

nikki

From: Stanton, Philip Reid <prstanto@uillinois.edu>
Sent: Wednesday, January 16, 2019 7:12 PM
To: Hodge, Nicole J <nhodge@illinois.edu>
Cc: Austin, Adam P <apaustin@illinois.edu>
Subject: RE: Evidence Custodian Salary

Nikki,

\$23.589744/hr (\$46,000/yr) is approved to offer to James Clark based on his experience.



-Phil

From: Hodge, Nicole J <nhodge@illinois.edu>
Sent: Wednesday, January 16, 2019 11:13 AM
To: Stanton, Philip Reid <prstanto@uillinois.edu>
Subject: Evidence Custodian Salary

Hi, Phil,

We have narrowed down our search for Evidence Custodian to the person we would like to hire. We would like to hire retired Champaign Police Officer James Clark. He was their Crime Scene Processor for 20+ years. I need help determining his salary. [REDACTED]

Attached is his resume, etc.

I apologize, I didn't write down the last name of the new person in your office or I would have copied him as well.

Thanks,
nikki

Nikki Hodge
Assistant to the Chief of Police
Human Resources Contact
University of Illinois Police Department
1110 W. Springfield Ave.
Urbana, IL 61801
MC-240
Phone: 217.333.0270
Fax: 217.244.1979

Goodly, Jewel Malu

From: IllinoisHRBackground
Sent: Friday, April 05, 2019 2:25 PM
To: McBride, LaSonia
Cc: Goodly, Jewel Malu; Griggs, Eva L
Subject: FW: Background check request for James Clark for the position of Evidence Custodian - Division of Public Safety at Division of Public Safety completed

As requested! 😊

From: IllinoisHRBackground@mx.uillinois.edu <IllinoisHRBackground@mx.uillinois.edu>
Sent: Wednesday, January 23, 2019 2:25 PM
To: Hodge, Nicole J <nhodge@uillinois.edu>
Subject: Background check request for James Clark for the position of Evidence Custodian - Division of Public Safety at Division of Public Safety completed

Based on the information submitted, the background check process for James Clark for the position of Evidence Custodian - Division of Public Safety has been completed.

You may now proceed with the hiring process. A copy of this email should be attached to the HR Front End transaction. Please keep a copy of this e-mail for your files.

If you have any questions, please contact Chris Carr (Staff HR) at 333-2137 or Yulee Kim (Academic HR) at 333-3105.

Thank you,

Illinois Human Resources

Civil Service Employee Requisition

James Clark

Start date 3/24/19
No PS asc

Title: Evidence Custodian - Division of Public Safety
 Chart and Organization Code: 1664000
 Organization: Division of Public Safety
 Position Type: New Position
 Position Number: UB7497
 Former Incumbent Name:
 Location: Urbana

Hold -
11/20/2018

Post 11/20 - 12/4

Classification Information

*Please enter the information for the Present and/or Proposed Classification fields:

Present Classification:
 Present Classification Code:
 Proposed Classification: Evidence Custodian
 Proposed Classification Code: 09972

Ed 12/20/2018
Freeze date
12/19/2018

FOAPL Information

If funding is from 2 sources, please list the second source in Column 2 below.

No Goals - Non Exempt

FOAP Information 1:	1-100019-664000-213320-664023	Percent from this fund:	100
FOAP Information 2:		Percent from this fund:	

Appointment Type

Appointment Type: Permanent
 % time: 100
 Months Per Year: 12 Months
 Work Schedule (hours & days): 8-4 p.m. Monday - Friday
 Place of Employment: URBANA-CHAMPAIGN

Is This Position

Please select if the position is security sensitive.: No
 Does this position require drug screening?
 Physical/Strength Test Required:
 Purchasing Authority of \$5,000 or more: No
 Supervisory responsibility of 20 or more: No
 Interview Transfer: No

Special Qualifications (including desirable characteristics/special qualifications):

Applicant Reports to: Lt. Tom Geis
 Office Address: N/A
 Office Phone: 217.333.0270
 Email: tgeis@illinois.edu

Mail Code: N/A

Send Paperwork to: Nikki Hodge

Office Address: N/A

Office Phone: 217.333.0270

Email: nhodge@illinois.edu

Mail Code: N/A

Comments:

A Job Description must be attached to this Employee Requisition before submitting. Click on "Add" to upload each document.

Name	Description	Type	File	Size Uploaded
Job Description		Job Description	Employee Requisition.pdf	66490
Job Description		Job Description	Employee Requisition.pdf	67967
Job Description		Job Description	Employee Requisition.pdf	67970
Job Description		Job Description	Employee Requisition.pdf	67968
Unified Hiring Request		Hiring Request	Employee Requisition.pdf	61375
Unified Hiring Request		Hiring Request	Employee Requisition.pdf	62069
Unified Hiring Request		Hiring Request	Employee Requisition.pdf	62083
Unified Hiring Request		Hiring Request	Employee Requisition.pdf	62099
Unified Hiring Request		Hiring Request	Employee Requisition.pdf	62115
Unified Hiring Request		Hiring Request	Employee Requisition.pdf	61953
Unified Hiring Request		Hiring Request	Employee Requisition.pdf	61968
Job Description		Job Description	Employee Requisition.pdf	66617
Job Description		Job Description	Employee Requisition.pdf	66622
Evidence Custodian JD with Percentages		Job Description	Employee Requisition.pdf	40960
Job Description		Job Description	Employee Requisition.pdf	67130
Job Description		Job Description	Employee Requisition.pdf	67135
Job Description		Job Description	Employee Requisition.pdf	67140
Job Description		Job Description	Employee Requisition.pdf	66969
Job Description		Job Description	Employee Requisition.pdf	66966
Job Description		Job Description	Employee Requisition.pdf	65797
Job Description		Job Description	Employee Requisition.pdf	65797
Civil Service Employee Requisition		Civil Service Employee Requisition	Employee Requisition.pdf	120882

If "Job Description" is not available as a document type, please click [here](#) to upload the document manually.

FOR SHR USE ONLY

Logged Date: 11/16/2018

Freeze Date: 11/16/2018

Received Date: 11/16/2018

Position	Name	Status	Date
Originator	Jaclyn Benekohal		
IHR Classification & Compensation	Jaclyn Benekohal	Approved	11/19/2018
Staff HR Employment	Employment *Staff HR		

Evidence Custodian - Division of Public Safety

Employee Group	Civil Service	Position Number	UB7497
Reason for Job Description	New	Exemption Number	N/A
Org Code	1664000	Position Class Code	09972
Organization Name	Division of Public Safety	Classification	Evidence Custodian

Exemption Category: () 36e(2) () 36e(3) () 36e(4) (x) Civil Service
Institution or Agency : UNIVERSITY OF ILLINOIS
HireTouch JobID: 105129

Title: Evidence Custodian - Division of Public Safety

Primary Position Function/Summary: Under limited supervision, performs all the evidence handling processes and preservation associated with evidence as received by University Police.

Major Duties and Responsibilities:

1. 25% performs assigned duties involving the control of evidence for the University Police centralized evidence vaults; receives evidence collected from various police units and subsequently stores with proper accountability.
2. 20% performs assigned duties involving the receiving of evidence from a law enforcement agency; prepares and reviews chain of custody administrative records; establishes appropriate case numbers; receives the evidence; stores the evidence in an appropriate manner. Responsible for distribution and collection of evidence to appropriate crime labs or criminal justice organizations.
3. 10% utilizes the appropriate protocol to enter data into the department's case tracking computer system; maintains a computer log of cases received for administrative control of physical evidence; prepares reports for supervisors with information such as types of cases received.
4. 5% ensures a smooth transfer of evidence and information to and from the unit of assignment; responds to inquiries from user agencies/departments concerning the status of cases, location, and, as appropriate, the anticipated completion dates of analytical examinations.
5. 3% prepares evidence for presentation in court proceedings; maintains receipts to preserve chain of custody; prevents contamination and preserves the integrity of evidence for transmission ; ensures proper transmission and/or transportation procedures are followed; testifies in court as necessary.
6. 5% releases items of evidence or holds for trial under direction of State's Attorney's Office, or members of the Detective Bureau.
7. 3% assists in or witnesses the analytical weighing, packaging and destruction of drugs for K-9 training, weapons, and drug paraphernalia.
8. 3% maintains custody of all evidence locker keys.
9. 10% files and maintains all digital evidence.
10. 3% copies files, reports, and digital evidence at request of State's Attorney's Office and defense attorney.
11. 3% maintains and orders supplies used for evidence collection, testing, and processing.
12. 4% assists in conducting background investigations on University Police job applicants.
13. 3% maintains separate filing system of active and closed investigative files.
14. 3% performs other duties as assigned or which are reasonably within the scope of the enumerated duties.

Organizational Chart:

Senior Associate Chancellor
Executive Director
Deputy Chief
Detective Bureau Lt.
Detective Bureau Sgt.
Evidence Custodian

Position Requirements and Qualifications:

Education:

Required: N/A

Preferred:

Experience:

Required: N/A

Preferred:

Training, Licenses or Certifications:

Required: N/A

Preferred:

Knowledge, Skills, and Abilities:

Environmental Demands:

Position involves some lifting as needed for large evidence, and bending, sitting, standing and squatting. Ability to use a dual monitor computer and telephone.

Is this a Security Sensitive or Protection of Minors position? (x) Yes () No

Purchasing Authority of \$5,000 or more? () Yes (x) No

Supervisory Authority of 20 or more? () Yes (x) No

Upon receiving approval, print the Job Description, obtain signatures from the incumbent and supervisor and attach the signed Job Description to the HR Front End transaction.

Department

Signature: Nicole Hodge
Date: 11/12/2018

School/Department

Signature: Nicole Hodge
Date: 11/13/2018

Dean/MAU Officer

Signature: Michael DeLorenzo
Date: 11/16/2018

Illinois Human Resources

Signature: Philip Stanton
Date: 11/16/2018

Incumbent signature: _____ Date: _____

Printed Incumbent name: _____

Supervisor signature: _____ Date: _____

Printed Supervisor name: _____

Master Referral # 1

ER Referral List

Referral Date: 12/19/2018

UPON ACCEPTANCE OF A WRITTEN CONTINGENT OFFER, THE UNIVERSITY OF ILLINOIS CONDUCTS A CRIMINAL BACKGROUND CHECK ON THE SELECTED CANDIDATE PRIOR TO BEGINNING WORK.

Classification: '0997' - EVIDENCE CUSTODIAN
 Position #: UB7497
 Freeze Date: 12/19/2018
 Department: Division of Public Safety
 Percent Time: 100

CHECKLIST	
<input type="checkbox"/>	All candidates had opportunity to interview if interested
<input type="checkbox"/>	Referral form completed and returned to SHR with reasons for non-selection *
<input type="checkbox"/>	Salary reviewed and approved by Staff HR
<input type="checkbox"/>	Written Contingent Offer Letter Accepted
<input type="checkbox"/>	Background Check Ordered

SHR Contact: **Stephanie Swearingen, HR Coordinator**
 Phone: 333-2137

- All candidates must respond by 5:00 p.m. on **12/27/2018** and are entitled to an interview before a contingent job offer can be made.
- For each interested candidate not hired, you must note a reason for non-selection, and explain why a candidate who was interviewed was not selected based on the candidate's lack of knowledge, skills or abilities. Unsatisfactory reference checks should also be noted and detailed.
- Units must document the process of evaluating candidates.
- For guidance on promoting equal opportunity employment, consult the Policy at http://diversity.illinois.edu/EEO_Statement.pdf.

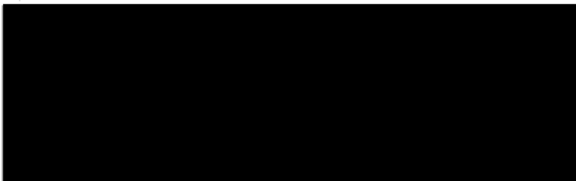
Applications for candidates may be viewed in HireTouch on the "Retrieve CS Applicants" tab using the HT User Name listed below.



Date Contacted	Date Interviewed	Candidate's Response (check all that apply)
12/20/18	1/14/18 1 ⁰⁰ pm	<input type="checkbox"/> No Response <input type="checkbox"/> Responded and Not Interested <input checked="" type="checkbox"/> Interviewed and Interested <input type="checkbox"/> Interviewed and Not Interested <input type="checkbox"/> No Show for Interview <input type="checkbox"/> Hired Elsewhere <input type="checkbox"/> Turned Down Job Offer <input type="checkbox"/> Hired

* Reason for non-selection:





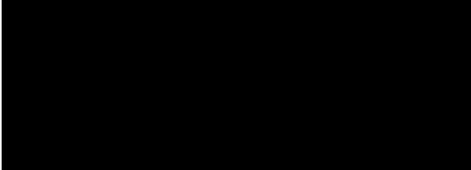
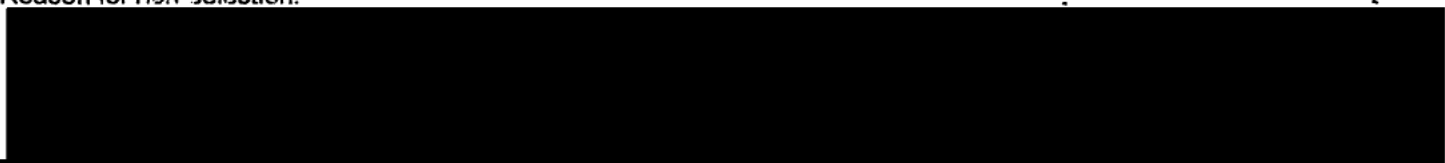
Date Contacted	Date Interviewed	Candidate's Response (check all that apply)
12/20/18	1/14/19 2 ⁰⁰ P	<input type="checkbox"/> No Response <input type="checkbox"/> Responded and Not Interested <input checked="" type="checkbox"/> Interviewed and Interested <input type="checkbox"/> Interviewed and Not Interested <input type="checkbox"/> No Show for Interview <input type="checkbox"/> Hired Elsewhere <input type="checkbox"/> Turned Down Job Offer <input type="checkbox"/> Hired

Reason for non-selection:



Date Contacted	Date Interviewed	Candidate's Response (check all that apply)
12/20/18	1/15/19 4 ⁰⁰ PM	<input type="checkbox"/> No Response <input type="checkbox"/> Responded and Not Interested <input checked="" type="checkbox"/> Interviewed and Interested <input type="checkbox"/> Interviewed and Not Interested <input type="checkbox"/> No Show for Interview <input type="checkbox"/> Hired Elsewhere <input type="checkbox"/> Turned Down Job Offer <input type="checkbox"/> Hired

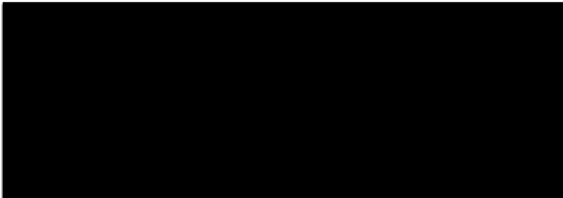
Reason for non-selection:



Date Contacted	Date Interviewed	Candidate's Response (check all that apply)
12/20/18		<input type="checkbox"/> No Response <input type="checkbox"/> Responded and Not Interested <input checked="" type="checkbox"/> Interviewed and Interested <input type="checkbox"/> Interviewed and Not Interested <input type="checkbox"/> No Show for Interview <input type="checkbox"/> Hired Elsewhere <input type="checkbox"/> Turned Down Job Offer <input type="checkbox"/> Hired

Reason for non-selection:





Date Contacted	Date Interviewed	Candidate's Response (check all that apply)
12/20/18	1/15/19 3 ⁰⁰ P	<input type="checkbox"/> No Response <input type="checkbox"/> Responded and Not Interested <input checked="" type="checkbox"/> Interviewed and Interested <input type="checkbox"/> Interviewed and Not Interested <input type="checkbox"/> No Show for Interview <input type="checkbox"/> Hired Elsewhere <input type="checkbox"/> Turned Down Job Offer <input type="checkbox"/> Hired

* Reason for non-selection:

Candidate: James Clark
 Phone:
 Email Address:
 Exam #:
 HT User Name: back Jan 6

Date Contacted	Date interviewed	Candidate's Response (check all that apply)
12/19/18	1/14/18 @ 11 ⁰⁰ A	<input type="checkbox"/> No Response <input type="checkbox"/> Responded and Not Interested <input checked="" type="checkbox"/> Interviewed and Interested <input type="checkbox"/> Interviewed and Not Interested <input type="checkbox"/> No Show for Interview <input type="checkbox"/> Hired Elsewhere <input type="checkbox"/> Turned Down Job Offer <input checked="" type="checkbox"/> Hired

* Reason for non-selection:

Date Contacted	Date Interviewed	Candidate's Response (check all that apply)
12/20/18	1/14/19 3 ⁰⁰ P	<input type="checkbox"/> No Response <input type="checkbox"/> Responded and Not Interested <input checked="" type="checkbox"/> Interviewed and Interested <input type="checkbox"/> Interviewed and Not Interested <input type="checkbox"/> No Show for Interview <input type="checkbox"/> Hired Elsewhere <input type="checkbox"/> Turned Down Job Offer <input type="checkbox"/> Hired

* Reason for non-selection:

Seq #	Pos	Applicant ID	Name	Register Type	Register Score	Exam Test Date	Application Date	RESP
6	6		Clark, James	OE	93.0	2018-12-06	1988-03-30	I