



Lateral and Entry Level Recruitment  
August 2019

Dear Police Officer Applicant:

This letter contains the necessary information for you to apply for the position of Police Officer with the Village of Park Forest. Through this testing procedure you may qualify to be on a new hire eligibility list for the Police Department. At this time, there is no residency requirement.

**Lateral hires:** Starting probationary salaries will be equivalent to salaries outlined in the current police union contract based on fiscal year of offer. Salaries quoted below are applicable to the 2019-2020 pay schedule in the current police union contract.

Illinois certified police officer

12 months full-time experience – Step B \$67,302  
24 months full-time experience – Step C \$73,013  
36 months or more of full-time experience – Step D \$77,366

Out of state certified police officers with full-time experience as referenced above will start at the contract probationary step salary of \$62,265. Upon successful completion of the State of Illinois certification process, their probationary salary will be raised to the step equivalent to their experience as referenced above.

**Entry level hires:** Probationary salary: \$62,265

The information you will need for the Village's recruitment process is as follows:

1. **Application for Employment** – Complete the attached application in full. The Application must be signed and dated before returning. **Application deadline 5:00 p.m. Thursday, October 10, 2019.** The following information is to be returned with the completed application. A copy of:
  - 1) High school diploma or equivalent;
  - 2) College transcripts (if applicable);
  - 3) U.S. Birth certificate or U.S. Permanent Resident card.

### **Minimum Requirements at time of hire:**

- High school graduate or equivalent
- U.S. citizen or a U.S. Permanent Resident
- Age 21 to 34 at the time of the application deadline unless otherwise provided by State Statute 65 ILCS 5/10-2.1-6
- Ability to successfully pass written test, oral interview, background investigation, psychological examination, and medical examination
- Present a valid P.O.W.E.R. Test Certification Card at time of Written Exam. The card must be valid within 6 months of the date of the written test.

Applicant must submit proof of successful completion of the Illinois Peace Officer Wellness Evaluation Report (P.O.W.E.R.) at the Northeastern Illinois Public Safety Training Academy (NIPSTA), Joliet Junior College, or Triton College. Applicants must present a valid Power Test Certification Card on the date of the written exam. The cost of completing this test will be the responsibility of the applicant.

- NIPSTA (847) 998-8090 [www.nipsta.org](http://www.nipsta.org)
- Joliet Junior College (815) 280-2674 <http://www.jjc.edu/fitness-center/pages/power-testing.aspx>
- Triton College (708) 456-0300 ext. 3326 [www.triton.edu/POWER](http://www.triton.edu/POWER)

2. **Police Officer Job Description** – This document details the job of Police Officer with the Village of Park Forest, including such items as job functions and physical requirements.
3. **Mandatory Orientation Meeting** – A general orientation about the Village of Park Forest, the profession of a Park Forest Police Officer and the recruitment process will be held on Tuesday, October 15, 2019 **promptly** at 7:00 p.m. (check-in begins at 6:00 p.m. Doors close at 7:00 p.m., with no admittance afterwards). The location of the orientation is at Freedom Hall, 410 Lakewood Blvd. in Park Forest. In order to learn more about the police profession, your spouse and/or “significant other” is encouraged to attend the orientation but his or her presence is not mandatory.

Orientation attendance is mandatory to continue in the testing process. At orientation please bring:

- A picture ID (drivers license is a preferable form)
4. Applicants may order the practice “**NPST Candidate Orientation Guide**” by going to the following website: <http://www.fpsi.com/product/npst-candidate-orientation-guide/>. The NPST Candidate Orientation Guide is a helpful tool to prepare for the exam and can be downloaded as a PDF file and saved or printed. Please read through the disclaimer on the order page in order to have a successful download. Payments will be submitted through PayPal via an account or credit/debit card. Once payment is submitted, PayPal automatically redirects you back to the FPSI site where access to the download link will be located on the *Order Details-Checkout Status* page. Applicants must pay close attention to ALL instructions on both FPSI and PayPal’s websites in order to access the instant download successfully!
  5. **Written Examination** – The written test will be held Saturday, October 19, 2019 at Dining on the Green, 349 Main Street, Park Forest, IL. It is anticipated the testing time will begin promptly at

9:00 am. (registration begins at 8:00 am). A morning and afternoon session may be needed depending upon the number of applicants we anticipate to test. E:mail notifications will be made to candidates informing them of the testing times. A picture ID will be required to sit for testing.

- 6. Oral Interviews with the Board of Fire and Police Commissioners** – The Board of Fire and Police Commissioners conduct individual interviews. Historically, they interview the top 30 candidates who have achieved the highest score on the written exam and passed a preliminary background check conducted by the Park Forest Police Department. It is anticipated interviews will be held the week of November 18, 2019. More information will be forthcoming. Interviews will be conducted at the Police Department 200 Lakewood Blvd., Park Forest, IL 60466. Applicants eligible for an interview will be photographed, fingerprinted and will complete a written computer proficiency test prior to the interview.

Please carefully review the information provided in this packet and legibly complete all of the forms thoroughly before returning them. Failure to fully complete the application and provide the required information may disqualify you from participating in the testing procedure. Applications and required attachments must be returned prior to **5:00 p.m., Thursday, October 10, 2019.**

Mail:  
Park Forest Village Hall – Police Recruitment  
Attention: Human Resources  
350 Victory Drive  
Park Forest, IL 60466

Email: PDF ONLY – screen shots not accepted  
[dcarreras@vopf.com](mailto:dcarreras@vopf.com)

Applications and supporting documentation, may be hand delivered, emailed ([dcarreras@vopf.com](mailto:dcarreras@vopf.com)) or mailed. If you choose to mail your application it must be post marked no later than Thursday, October 10, 2019 and must have sufficient postage for delivery. **Applications will not be accepted at the Park Forest Police Department.**

I commend you for your participation in this process and wish you the best of luck. Should you have any questions about this letter, please contact me at your convenience. I can be reached by e:mail at [dcarreras@vopf.com](mailto:dcarreras@vopf.com).

*Denyse Carreras*

Denyse Carreras  
Director of Human Resources

Summary of Recruitment Dates:  
Application deadline – Thursday, October 10, 2019  
Mandatory Orientation – Tuesday, October 15, 2019  
Written Test – Saturday, October 19, 2019  
Interviews – anticipated the week of November 18, 2019

**Equal Opportunity Employer**

**VILLAGE OF PARK FOREST**  
***Police Officer***

Revised Data:	8/12
Reports To:	Superior Officer
FLSA Status:	Non-Exempt

***Position Summary***

This is responsible law enforcement work in the protection of life and property through the enforcement of laws and ordinances. Work involves the prevention of crime, apprehension of criminals and the enforcement of laws and ordinances on an assigned shift. An employee of this class may be assigned to uniformed patrol, traffic control, training, crime prevention, detective work, juvenile work or other specialized departmental duties. Officers must exercise independent judgment in meeting both routine and complex emergency situations and be able to act without direct supervision. A significant portion of time involves public contact where discretion and tact is to be consciously exercised. Assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations and discussions.

***Position Accountabilities***

1. Patrols residential and commercial Village property, both drive-by and physical checks, to observe, prevent, or terminate unlawful acts. Maintains radio contact with dispatch. Reports crimes or unusual situations. Responds to calls or initiates actions. Backs up other units as required.
2. Responds to calls involving traffic accidents and other serious accidents. Secures crime scenes to protect victims and property. Gives first aid as needed and calls for medical assistance. Interviews participants and witnesses. Collects other related information and completes reports.
3. Facilitates the movement of people and vehicles, including enforcement of all traffic regulations. Controls and redirects traffic by setting up road blocks, diversion devices and using hand signals or lights in congested areas and scenes of emergency or danger. Promotes traffic safety; assists stranded motorists, enforces parking restrictions, controls crowds and prevents the blockage of sidewalks, streets and other public accesses.
4. Operates a radar unit in monitoring speed of traffic. Stops violators and issues warnings or citations. May conduct appropriate tests for determination of intoxication.
5. Responds to a wide range of citizen needs and requests in times of emergency: e.g., accidents, rescue efforts, search for missing person(s), alarms and in-progress felonies.
6. Responds to reports of criminal activity. Searches buildings, residences and surrounding areas for criminal subjects. Secures crime/accident scenes to restore peace and protect evidence. Calls for assistance, as needed. Provides back-up to other officers engaged in confrontation or arrest activities.

7. Interviews complainants and witnesses; analyzes probable sequence of events and seeks additional data through research, telephone calls, interviews, and other methods. Identifies, arrests, fingerprints and takes into custody offender(s) for probable cause. Advises offender(s) of their constitutional rights, searches for weapons or contraband, interrogates regarding act(s) committed, transports for incarceration, and testifies in court proceedings to provide known facts and evidence.
8. Responds to calls involving altercations or disputes (civil or domestic) that may have the potential for escalating into aggressive conduct. Makes suggestions for resolution or determines whether laws have been violated and arrests individuals as appropriate.
9. Obtains search warrants according to specified procedures. Searches buildings, vehicles and other areas that provide concealment for evidence. Makes arrests for probable cause and testifies in court, as required.
10. Completes standard forms and writes narrative reports regarding law violations, witness statements, facts and evidence pertaining to incidents, data on arrests, property damage, vehicle log and other related matters.
11. Periodically practices the use of a variety of firearms and attends continuing education seminars and lectures on various law enforcement practices and techniques.
12. Promotes and maintains responsive community relations.
13. Maintains safe work areas and equipment, promptly reports work hazards, as necessary. Reports all work related injuries immediately, complies with all safety rules and attends appropriate safety programs.
14. Performs related duties or special assignments as assigned.

#### Special Assignment Accountabilities

##### **Detective/Investigations**

As a detective, on rotating assignment, performs duties connected with the detection, surveillance and apprehension of suspects and criminals. Responds to complaints and identifies criminal activities. Gathers information from victims and witnesses. Collects and analyzes physical evidence and fingerprints. Conducts research via telephone and files regarding possible offenders. Observes targeted areas for signs of questionable activity.

## Community Policing

As a Community Policing Officer, the officer's primary assignment is to bring the police and community into a closer working relationship.

## Canine Unit

Responds as directed to track wanted suspects, missing or lost persons and recovery of property. Responds as directed to search vehicles, buildings or suspects for illegal drugs.

### *Position Qualifications/Skills*

- Graduation from high school or GED. The Village may accept a combination of training and experience which may provide equivalent knowledge, abilities and skills.
- Knowledge of Federal, State, and Local civil/criminal statutes for charges and arrests.
- Knowledge of police rules and regulations and standard operating procedures.
- Knowledge of the geography of the Village and location of important buildings.
- Possession of a valid driver's license.
- Must successfully complete a 12 month probationary period after graduation from police academy training.
- **Identified essential physical/mental components of police officer duties:**
  - \* arithmetic
  - \* cardiopulmonary resuscitation
  - \* carrying
  - \* climbing (stairs, ladders, etc.)
  - \* computer operation
  - \* crowd restraint/control
  - \* distinguish color
  - \* decision making
  - \* dragging
  - \* driving (emergency and routine)
  - \* evade physical attack
  - \* fingerprinting
  - \* first aid
  - \* use of force
  - \* grabbing
  - \* gripping
  - \* hand cuffing
  - \* hearing
  - \* hitting
  - \* interview
  - \* investigate
  - \* lifting
  - \* map reading
  - \* negotiate
  - \* nonverbal communication/interpretation
  - \* oral communication
  - \* photograph
  - \* protective clothing usage
  - \* radio operation
  - \* reading
  - \* reasoning
  - \* running
  - \* self-defense
  - \* shooting
  - \* sitting
  - \* smelling
  - \* standing
  - \* surveillance
  - \* typing
  - \* vision
  - \* walking
  - \* writing

### ***Critical Mental/Physical Requirements***

- Ability to handle sensitive public contacts and to deal tactfully and courteously, but firmly with the public.
- Ability to analyze situations and adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to understand and carry out oral and written instructions and prepare clear comprehensive reports. Ability to communicate effectively, verbally and non-verbally, for interviews, court appearances and making presentations, as required.
- Ability to exercise sound independent judgment and to render objective decisions in the application of laws and ordinances.
- Ability to establish and maintain effective working relations with others.
- Must have hearing correctable to levels below 35 dB and in the 500-3,000 Hz frequency range. Vision must be correctable to 20/20 and shall not be color blind.
- Ability to satisfactorily complete physical fitness standards required for the position to perform the essential physical/mental components of duties identified above.
- Ability to walk, stand or sit for long periods of time (including driving).
- Ability to operate required equipment with necessary finger dexterity.
- Ability to provide assistance to citizens and co-workers in distress, including, but not limited to, manually pushing stalled motor vehicles.
- Ability to read, comprehend, and speak English and be able to demonstrate a minimum of twelfth grade reading skills.
- Ability to operate modern technological equipment related to the job.
- Ability to achieve and maintain firearm proficiency at an acceptable level.

### ***Working Conditions***

- May have to work in inclement weather. May be subject to personal hostility and the potential exists for sustaining serious bodily harm or possibly death in the performance of duties.

- Some of the work is performed in a normal office environment with little exposure to excessive noise, dust, temperature, etc. However, work may also be performed outdoors which mandates driving, walking, lifting, and climbing.
- At times, the job may require prolonged sitting, typing, monitoring of a screen, etc. The job incumbent should exercise common sense and take necessary breaks, practice proper body alignment, and alert a supervisor of any discomfort.

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**The above statements are intended to describe the general nature and level of the work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.**



Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor \_\_\_\_\_

Name of a co-worker \_\_\_\_\_

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

2) From \_\_\_\_\_ To \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor \_\_\_\_\_

Name of a co-worker \_\_\_\_\_

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

3) From \_\_\_\_\_ To \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_

Duties \_\_\_\_\_

Supervisor \_\_\_\_\_

Name of a co-worker \_\_\_\_\_

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

4) From \_\_\_\_\_ To \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_

Duties \_\_\_\_\_

Supervisor \_\_\_\_\_

Name of a co-worker \_\_\_\_\_

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

**B. EDUCATIONAL HISTORY**

1. <u>High School</u>	<u>City &amp; State</u>	<u>Graduate</u>	
		<u>No</u>	<u>Yes</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. College/University Attended

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City & State

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Major/Minor \_\_\_\_\_ Degree received, if any, \_\_\_\_\_

1. List other schools attended (Trade, Vocational, Business, etc.). Give name and dates attended, course of study, certificate and any other pertinent information.

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**C. SPECIAL QUALIFICATIONS & SKILLS**

1. List any special licenses you hold (such as Paramedic, Pilot, Radio Operator, Scuba, etc.) showing licensing authority, original date of issue, and date of expiration.

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2. List any specialized machinery or equipment that you can operate.

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**E. REFERENCE** - List five persons who know you well enough to provide current information about you. Do not list relatives or former employers.

1. Name \_\_\_\_\_ Years known: \_\_\_\_\_

Home Address \_\_\_\_\_ Phone (home/mobile) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

2. Name \_\_\_\_\_ Years known: \_\_\_\_\_

Home Address \_\_\_\_\_ Phone (home/mobile) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

3. Name \_\_\_\_\_ Years known: \_\_\_\_\_

Home Address \_\_\_\_\_ Phone (home/mobile) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

4. Name \_\_\_\_\_ Years known: \_\_\_\_\_

Home Address \_\_\_\_\_ Phone (home/mobile) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

5. Name \_\_\_\_\_ Years known: \_\_\_\_\_  
 Home Address \_\_\_\_\_ Phone (home/mobile) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_

**F. MEMBERSHIP IN ORGANIZATIONS (Past and/or Present.)**

Type (social, fraternal, professional, etc. Do not included religious or ethnic affiliations)

Name of organization	Type (see above)	From	To
_____	_____	_____	_____
_____	_____	_____	_____

**G. PERSONAL DECLARATIONS**

1. Have you ever made an application for employment with this or any other public safety agency?

\_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, give agency, date(s), and status of application.

\_\_\_\_\_  
 \_\_\_\_\_

Are there any incidents in your life or details not mentioned herein which may influence this department's evaluation of your suitability for employment in the position which you are applying for?

\_\_\_\_\_ No \_\_\_\_\_ Yes If so, explain

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**H. BACKGROUND INFORMATION** - Information provided in this section will only be used for background checks and required testing if you are to be offered a conditional offer of employment. Social security numbers will be obtained at time of conditional offer.

1. Name:

\_\_\_\_\_

2. Driver's license number: \_\_\_\_\_

3. Height: \_\_\_\_\_

4. Weight: \_\_\_\_\_

5. Color of eyes: \_\_\_\_\_

6. Color of hair: \_\_\_\_\_

7. Sex: \_\_\_\_\_

8. Race: \_\_\_\_\_

9. Date of birth: \_\_\_\_\_

10. Place of birth: \_\_\_\_\_

City

County

State

Have you ever been arrested, detained by police or summoned into court for anything other than traffic violations?

\_\_\_\_\_ No      \_\_\_\_\_ Yes (if yes, complete the following):

<u>Offense/Charge</u>	<u>Police Agency, City &amp; State</u>	<u>Date</u>	<u>Disposition of Case</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have any religious or other beliefs which would prevent you from fully performing the duties of a Police Officer or Firefighter/Paramedic (See job description)

\_\_\_\_\_ No      \_\_\_\_\_ Yes      If yes, explain

\_\_\_\_\_  
\_\_\_\_\_

**I. FINANCIAL HISTORY**

SOURCE OF INCOME

1. What is your present salary or wages?

\_\_\_\_\_

2. Do you have income from any source other than your principal occupation? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, how much? \_\_\_\_\_ How often? \_\_\_\_\_

The source? \_\_\_\_\_

**J. FINANCIAL OBLIGATIONS**

Give names and addresses of the individuals, companies, or others to whom you are indebted, and the extent of your debt. Include rent, mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments and other debts and payments. Include account numbers where applicable.

<u>Type</u>	<u>Name &amp; Address of Creditor</u>	<u>Type of debt</u>	<u>Total Balance</u>	<u>Monthly Payments</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**K. MILITARY RECORD**

1. Have you served in the U.S. Armed Forces:     No     Yes (If yes, please attach copy of DD-214)
2. Date of service:    From     To     Branch of Service
3. Unit designation     Military Service Number
4. Highest Rank Held     Name of Supervisor:
5. Type of Discharge
6. Were you ever disciplined while in the Military Service (Include court martial, captain's masts, company punishments, etc.)?

Yes     No    If yes, complete the following:

<u>Charge</u>	<u>Agency</u>	<u>Date</u>	<u>Disposition</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**L. RESIDENCE** - List ALL addresses where you have lived during the past ten years, beginning with present address. List date by month and year. Attach extra page if necessary.

<u>From</u>	<u>To</u>	<u>Address</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**M. TRAFFIC RECORD**

1. Has your driver's license ever been suspended or revoked? \_\_\_\_\_ No \_\_\_\_\_ Yes (give dates, location & reason)

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2. List all traffic citations you have received, excluding parking tickets.

<u>Month &amp; Year</u>	<u>Charge</u>	<u>City &amp; State</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Describe in a brief narrative any traffic accidents in which you have been involved, giving approximate dates and locations.

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**I hereby certify, that there are no willful misrepresentations, omissions, or falsifications in the statements and answers I have provided in this application. I am fully aware that any such willful misrepresentation, omissions, or falsifications may be grounds for immediate rejection or termination of employment.**

\_\_\_\_\_  
**Printed name of applicant**

\_\_\_\_\_  
**Signature of Applicant**

**Date** \_\_\_\_\_



VILLAGE OF PARK FOREST  
Police Officer or Firefighter/Paramedic Applicant  
BACKGROUND CHECK RELEASE FORM

The intent of this authorization is to give my consent to the Park Forest Police Department and/or the Village's Human Resource Department to conduct a background check concerning myself. This information shall remain confidential. I authorize the investigation of criminal background reports, search of social media sites including, but not limited to Facebook, LinkedIn, Twitter feeds, YouTube blogs and posts and additional information pertinent to my employment; the solicitation of any and all information from previous employers, colleagues and other persons concerning previous employment and any pertinent information they may have.

I certify that the facts set forth are true and complete to the best of my knowledge. I understand that if I am employed, any adverse reports may result in dismissal. A credit check is authorized when deemed critical to the position applying for. Employment with Park Forest is "at will," meaning that either Park Forest or its employees may terminate employment at any time.

The Park Forest Police Department will only contact the Director of Human Resources with adverse reports. I authorize that this release may be used for future background checks deemed applicable by the Village of Park Forest.

Position applying for (check one):                      Police Officer   X                        Firefighter/Paramedic       

\_\_\_\_\_  
Clearly print: First Name, Middle Name, and Last Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Address (if above is less than 5 years)

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
Date of Birth (month/day/year)

\_\_\_\_\_  
Contact Phone Number