

VERNON HILLS POLICE OFFICER LATERAL ENTRY PROCESS PACKET

INCLUDES:

- Description of Duties
- Applicant Checklist
- Village of Vernon Hills Salary and Benefits Profile
- Forms to be completed and returned

APPLICATION SUBMISSION:

- Applications and supporting documentation may be mailed to or dropped off at the Vernon Hills Police Department, 740 Lakeview Pkwy., Vernon Hills, IL 60061.

REQUIREMENTS:

- Experience consistent with the duties of a Vernon Hills police officer
- State of Illinois certification by the Illinois Law Enforcement Training and Standards Board (ILETSB).
- At least 2 years of continuous experience as a full time sworn with successful completion of probationary period, having worked as a full-time certified law enforcement officer within the last 3 years.
- High School Diploma or GED and at least 60 hours of study at an accredited institution of higher learning.
- Be of good moral character with no felony convictions.
- Be physically able to perform the essential job functions of the position.
- Speak, read, write, and understand English.
- Possess a valid driver's license.
- Successful completion of background, polygraph, psychological and medical examination
- Successful completion of the Lateral Entry Process.

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**Village of Vernon Hills
Position Description**

VERNON HILLS POLICE DEPARTMENT

Patrol Officer

**Sworn/Field Operations Division
Reports to: Sergeant**

GENERAL DESCRIPTION

Under general direction, performs a wide variety of police services in accordance with the mission, goals and objectives of the department; provides for and assists in the protection of persons and property; assists in the prevention, detection, and investigation of crimes; maintains law and order in compliance with governing federal, state and local laws.

SUPERVISION RECEIVED

Direction and supervision provided by a Sergeant or higher ranking command officer.

SUPERVISION EXERCISED

None

BASIC FUNCTIONS

A position that involves the performance of a wide range of policing functions to ensure the safety and security of lives and property within the Village. Officers are assigned to a particular area of the Village in which they perform patrol, traffic law enforcement, and routine investigative duties. Officers may be assigned special projects on an ongoing or short-term basis. Officers are required to draw upon extensive training and the procedural guidelines, mandates and laws governing an officer's response and conduct when determining the appropriate action to take in a particular situation.

ESSENTIAL DUTIES

- Patrols designated areas of the Village (i.e., foot, bicycle, or motor vehicle) enforcing all laws including criminal statutes, traffic laws, and local ordinance regulations while providing security and detecting violators. Performs traffic law enforcement and customer service related tasks.
- Responds to calls for service including complaints, vehicle crashes, disturbances and/or requests for service, assesses situation and determines most appropriate response to prevent potentially dangerous or violent situations from occurring or continuing. Assists fire department on fire and medical calls.
- Investigates criminal matters by identifying, gathering and securing evidence, interviewing witnesses, and recording pertinent information. Obtains and executes arrest and search warrants; participates in the apprehension of suspects

and/or confiscation of contraband. Conducts investigative surveillance when required.

- Conducts arrests of persons violating the law including physically detaining person according to established guidelines and procedures.
- Responds to emergency situations and begins to administer basic first aid to injured persons as necessary. Performs various other tasks to assist other emergency personnel such as crowd control, directing traffic, etc.
- Maintains records of activities and prepares police reports to provide information to investigators and/or prosecutors. Submits reports for supervisor's review.
- Testifies in court proceedings to present evidence and give personal account of incident/crime.
- Establish and preserve good relationships with the public. Works with community residents and businesses to cooperatively provide for their police service needs.
- Participate in continuous training to enhance law enforcement skills including: firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
- Performs other duties as assigned.

CONTACTS OUTSIDE OF DEPARTMENT

Contacts outside of the police department include: personnel in other Village departments, residents, community organizations, law enforcement officials in other communities (including prosecutors), and general public.

TOOLS & EQUIPMENT USED

Police cars and other Village vehicles, lethal and less-lethal weapons, traffic control equipment, handcuffs, general office equipment, squad mobile data computer, hand held radar, portable radio, baton, flashlight, road flares, evidence kit, breathalyzer machine, fire extinguisher, clip board, in-car video camera, digital camera, computer and its processing software, AED (Automatic External Defibrillator) and other such equipment that may be utilized or introduced on occasion.

PHYSICAL DEMANDS

Work is performed mostly while patrolling traffic in a vehicle. Work will occasionally be performed in an office setting. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is required to stand; walk; use hands and fingers to handle or operate objects; grasp with hands and arms; climb or balance; stoop; kneel; crouch; bend; or crawl. Must be in overall physical condition to

apprehend violators and criminals, and physically defend self and physically defend others, and to physically and mentally perform the duties of Police Officer.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may be exposed to severe weather while performing tasks. There is also exposure to many unknown condition; including possible hazardous sites and dangerous situations or conditions. The employee may be exposed to life-threatening situations and may be subject to personal hostility.

WORKING CONDITIONS

- In outside elements 90% of the time. In clean, quiet office 10% of the time.
- Possible exposure to physical harm. Often exposed to dark, hazardous environment when doing building checks.
- Occasionally handles dangerous drugs, hazardous materials, and may come in contact with bodily fluids such as, but not limited to, blood and saliva.

MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIRED

Education/Experience

- Minimum of sixty (60) hours of college (a Bachelor's Degree in Law Enforcement or Criminal Justice concentration preferred) required.

Knowledge/Skills/Abilities

- Requires knowledge of modern police procedures and techniques and their appropriate application in various situations.
- Requires knowledge of state and federal law, particularly criminal law.
- Requires knowledge of principles of investigation and interrogation.
- Requires excellent oral and written communication skills.
- Requires knowledge of basic first aid/life saving techniques.
- Requires skill in effective and proper operation and maintenance of various weaponry/equipment used in police activities. Must be able to maintain a “pass” status in firearms qualification.
- Requires skill in the use of computer hardware and applicable computer software.

- Requires skill in communication, interpersonal skills as applied to interaction with co-workers, supervisors, the general public, etc., sufficient to exchange or convey information and to receive work direction.
- Possess personal and professional integrity.
- Requires ability to read and write reports, correspondence, and instructions in English.
- Must have hearing ability sufficient to understand radio transmissions and converse with others, both in person and over the telephone.
- Must have speaking ability sufficient to communicate effectively with other individuals in person, over the telephone or over a radio.
- Must have strong analytical skills to problem solve as well as work together with a team of diverse individuals.

VILLAGE OF VERNON HILLS

Police Officer Salary & Benefits Profile

Salary Scale:

Police Officer:	
Starting Salary Range	\$89,113 - \$100,435
Top Salary	\$123,088

Pension:

Sworn Officers are enrolled in the Illinois Downstate Pension Fund and contribute 9.91% to the Pension Fund - the Village also contributes to the fund.

Health Insurance:

The Village provides a choice of healthcare programs that provide comprehensive medical coverage for all employees. Employees currently contribute 20% of the premium cost.

Life Insurance:

Employees are provided life insurance coverage equal to three times their annual salary, up to a maximum of \$250,000. Employees contribute 1% of the annual premium.

Dental Insurance:

The dental plan pays 100% for in-network examinations, cleanings and x-rays up to the annual benefit maximum. Employees currently contribute 25% of the annual premium.

Vacation:

80 hours 1st through 4th full year of service
120 hours 5th through 9th full year of service
160 hours 10th through 19th full year of service
200 hours 20th + full year of service

Shift Differential:

Officers work a 12 hour shift with every other weekend a 3-day weekend off. Officers also receive additional compensation in the form of a shift differential for working nights as follows:
10% additional for working 10:00 p.m. to 6:00 a.m.

Other Incidental Benefits:

Sick Leave 8 hrs. per month to a maximum of 912 hours
Personal Days 32 hours per year
Holidays 9 paid holidays per year
Comp. Timecan accumulate to 100 hours
Dry Cleaning allowance..... \$312 per year
Tuition Reimbursement ProgramVillage reimburses up to \$5250 for qualified tuition and books
Uniforms All initial uniforms, weapon, and ballistic vest are provided - \$850/year uniform allowance.

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APPLICANT CHECKLIST

Before Returning Your Application Packet, Did You Remember To:

- Sign and date your application?
- Include copies of:
 - Resume
 - Birth Certificate
 - High School Diploma or GED
 - Official copies of college transcripts
 - ILETSB Certificate
 - Military service records (if applicable)
- Sign and return the College Transcript Agreement for your certified transcripts? Remember form must be witnessed. Department employees will not witness your form.
- Sign and return the Release of Information form? Remember form must be witnessed. Department employees will not witness your form.



EMPLOYMENT APPLICATION

290 Evergreen Drive
 Vernon Hills, IL 60061
 Phone (847) 367-3700
 Fax (847) 367-2541
 www.vernonhills.org

Last Name	First Name	M.I.	Position Applying For
Street Address		Apt/Unit #	
City	State	ZIP Code	
Primary Phone		Email	

GENERAL

Can you perform the essential functions of this job with or without reasonable accommodations?	Yes	No	If no, please explain:
Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any job?	Yes	No	If yes, please explain:
Have you ever worked under another name?	Yes	No	List names and relationship:
Are you a citizen of the United States or legally authorized to work in the United States? (<i>Proof of citizenship or eligibility to work in the US required within three (3) days of date hired</i>)	Yes	No	If no, please explain:
Have you ever worked for the Village of Vernon Hills before?	Yes	No	If yes, please include dates of employment and position title:
Do you have any friends or relatives currently employed by the Village?	Yes	No	If yes, please include dates of employment and position title:
Driver's license (<i>for positions requiring driving</i>): Class: ____ Number: _____ State: ____	Which of the following would you be willing to work? Evenings ____ Nights ____ Weekends ____ Holidays ____		
Date you can start, if hired?	How did you learn of this position?		

EMPLOYMENT HISTORY

Starting with the present or most recent, please enter at least 10 years of work history. Include self-employment and summer and part-time jobs. If more space is required, please continue on the back of this sheet. You may attach a resume, but the application must be completed as well.

May we contact your present employer? _____ Yes _____ No

Most Recent or Present Company Name			Position Title	Hours per week
Street address		Phone		Brief description of job duties
City	State	Zip code		
Supervisor's name		Phone		
Began employment	Ended employment			
Reason for leaving				

Company Name			Position Title	Hours per week
Street address		Phone		Brief description of job duties
City	State	Zip code		
Supervisor's name		Phone		
Began employment	Ended employment			
Reason for leaving				

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Street address		Phone		Brief description of job duties
City	State	Zip code		
Supervisor's name		Phone		
Began employment	Ended employment			
Reason for leaving				

U.S. MILITARY RECORD

Branch of service	Date Entered	Date Separated
Rank at Discharge	Type of Discharge	
Military specialty or assignment		
Present military affiliation _____ None _____ Inactive reserve _____ Active reserve		

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EDUCATIONAL HISTORY

GRAMMAR AND HIGH SCHOOL

Highest grade completed in school	Name and location of high school	Did you graduate? ___ Yes ___ No ___ GED
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COLLEGE/UNIVERSITY

Name and location of school	Credits Earned	Major Course or Subject	Degree Earned

SKILLS & CERTIFICATIONS

Please list any Professional Certifications of Licenses	
Please list any office or other skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention.	

PLEASE PROVIDE 3 PROFESSIONAL REFERENCES:

NAME	OCCUPATION	EMAIL	PHONE

READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION

I hereby certify that all statements made in this application are true. I agree and understand that any misstatement of material facts herein may cause forfeiture on my part of all rights to employment. I can substantiate any statements made. I authorize the Village of Vernon Hills to investigate and verify the information provided herein and to conduct a background check on my personal history and work record, including the provision by the Police Department of information regarding any felony convictions listed under my name which may be on file. I hereby release the Village and Police Department from any liability or damage whatsoever which may result because of furnishing such information. I understand the acceptance of an offer of employment does not create a contractual obligation upon the employer.

Signature

Date

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VOLUNTARY SELF IDENTIFICATION SECTION

We consider all applicants for positions without regard to race, color, religion, sex, national origin, age, veteran/reserve/national guard for any other similarly protected status. In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is strictly voluntary. Failure to provide it will not subject you to any adverse personnel decision or action. Please be advised that this survey is not part of your official application for employment. It will not be used in any hiring decision. This information will be used and kept confidential in accordance with applicable laws and regulations and will be filed separately from the application.

GENDER

- Male
- Female
- Prefer not to answer

ETHNICITY

- American Indian of Alaskan Native
- Asian
- Hispanic or Latino
- Black or African American
- White
- Native Hawaiian or other Pacific Islander
- Two or more races
- Prefer not to answer

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VILLAGE OF VERNON HILLS

Request and Authority to

Release Information

This is to request that any information concerning the following matters be provided to the Vernon Hills Fire and Police Commission or its designated representative, upon presentation of this release, or a copy thereof, and within two years of its date.

I request that the custodian of records in each instance permit the records to be examined, copied, or otherwise reviewed, and hereby release any such institution or organization, 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.

- 1) Record of any medical treatment, or history of any treatment for mental illness.
- 2) Transcript of scholastic record, including any record of disciplinary action, while attending any school, college, university, or other educational institution.
- 3) Records pertaining to any and all employment including service in the armed forces of the United States and records of any disciplinary action, courts-martial or official reprimands while so employed.
- 4) Record of any derogatory information concerning my loyalty to this country, or any other information that would negatively affect my handling classified or confidential information.
- 5) Record of any credit history.

Signature (full name)

Social Security #

Full Name (Printed)

Current Address

Date

City, State, Zip

Witness



VILLAGE OF VERNON HILLS

Agreement to Provide a Certified Copy of College Transcripts

I hereby agree to provide the Vernon Hills Board of Fire and Police Commission with a certified transcript (not a reproduction) of my college academic records. Any fees incurred will be the responsibility of the police officer applicant.

The transcript is to be submitted, as soon as possible, to:

Vernon Hills Fire & Police Commission
740 Lakeview Pkwy.
Vernon Hills, IL 60061

I have read the above and fully understand that it is my responsibility to provide the transcript for final consideration for appointment as a police officer with the Vernon Hills Police Department.

Signature

Date

Name (Printed)

Witness