

HIRING INFORMATION



Stephen F. Schmidt
Chief of Police



A Nationally Accredited Police Agency

APPLICANT REQUIREMENTS – POLICE OFFICERS

The following information is supplied in an effort to inform you about the Village of Elk Grove Village and its Police Department. Some items contained herein are subject to change without notice. If you have specific questions on any of these items, or about Elk Grove Village, please feel free to contact the Fire and Police Commission at (847) 357-4038 or via e-mail to fpc@elkgrove.org.

All appointments to the Police Department (except the Police Chief, Deputy Chiefs, Commanders, and civilian personnel) are made by a three-member Board of Fire and Police Commissioners, who are appointed by the Mayor and Board of Trustees.

- Citizenship** At the time of the written examination, applicant **MUST** be a citizen of the United States.
- Age** At the time of the written examination, all applicants must be 21 years of age, but not have attained 35 years of age.
- Driver's License** All applicants must be legally eligible to operate a motor vehicle in the State of Illinois.
- Character** Each candidate must be of good character; must not have been convicted of any crimes or guilty of infamous or notoriously disgraceful conduct as described in the Illinois Compiled Statutes 65ILCS5/ 10-2.1-6.
- Education** Each candidate must have completed 60 semester credit hours from an accredited college or university. Hours must be completed by August 31, 2008.
- Health** Each applicant must be in excellent physical condition and must pass both a medical exam, a physical ability test, and the Peace Officer Wellness Evaluation Report (POWER) Test.

POLICE OFFICER TESTING PROCESS & SCHEDULE

The Village of Elk Grove Village announces open competitive examinations for the position of **POLICE OFFICER**.

Selections will be based on the results of a written exam, physical ability test, oral interviews, background investigation, and polygraph, psychological and medical examinations.

Registration: February 21, 2008 through April 17, 2008.

Mail-in and walk-in registration accepted. \$20.00 non-refundable registration fee required. Refer to registration form for details.

Written Examination & Physical Agility Test April 27, 2008– Sunday – Elk Grove High School

Candidates will be permitted to request AM or PM session. Times will be assigned on a first-registered, first-choice basis. When a session is full, the alternate time will be assigned. Time assignment confirmations will be mailed on Friday, April 18, 2008 (*possibly* sooner). Spouses/significant others are encouraged to attend the orientation; however, only candidates will be permitted in the examination areas.

AM session: 7:15am- 8:00am	Check-In
8:00am- 8:45am	<u>Mandatory</u> Orientation Session
8:45am- 2:00pm	Written Exam followed by Physical Agility Test
PM session: 11:15am-12:00pm	Check-In
12:00pm-12:45pm	<u>Mandatory</u> Orientation Session
12:45pm- 5:00pm	Written Exam followed by Physical Agility Test.

The testing process consists of the following steps.

1. Written Exam/Physical Agility April 27, 2008 - Sunday
2. Group Interviews June/July 2008
Eligibility list posted/mailed August 2008
3. Background Investigation August/September 2008
4. Polygraph Examination September 2008
5. Individual Oral Interview September/October 2008
6. Psychological October 2008
7. Medical October 2008
8. Hire Date TBD
9. Police Academy January 5, 2009

The written examination and the group interview are each worth 50% of the score for the eligibility list. Candidates that do not successfully complete the testing process may reapply, and be retested and reevaluated at future tests. Timeline is subject to change.

GENERAL INFORMATION

- Training** Recruits without prior police experience are sent to a State Certified Training Academy for the Basic Training Course. In accordance with state law, each recruit must successfully complete the course and pass the State Certification Test. Upon being certified as an Illinois Police Officer, recruits begin a one-year probationary period. Once certified by the State Training Board, the recruit is assigned to a specially trained Field Training Officer for additional training. If the probationary recruit officer elects to separate from the Police Department, and not complete his/her one (1) year probationary period, the cost of the training may be reimbursed by the recruit/probationary officer.
- Work Schedule** Normally, Police Officers work an average forty (40) hour week, which amounts to 2,080 hours annually. In the Patrol Section, there are three 8-hour shifts.
- Benefits** The Village of Elk Grove Village offers a comprehensive benefit package for the employee and their dependents including sick leave, hospitalization, life insurance, and dental insurance. Vacation and holiday benefits are also provided.
- Deferred Compensation Plan** Full-time Village employees may participate in Deferred Compensation Plan made available through the Village by International City Management Association Retirement Corporation.
- Police Pension** All sworn Police Officers are eligible to participate in the pension fund. Within three (3) months after being appointed to the sworn position, the Police Officer must make written application to the Pension Board if they wish to participate. The Police Pension Board will make a decision to accept or reject the application based on the criteria provided in the Illinois Compiled Statutes.

GENERAL INFORMATION

Voluntary Retirement	Police Department retirement eligibility is at age fifty (50) with twenty (20) years of service (ten years if mandatorily retired).
Retirement Benefit	Annual benefits equal to the product of final pay times the sum of (1) 50%, plus (2) 2.5% for each year of service in excess of 20 years, but less than 30 years. Maximum benefit is 75% of final pay. If mandatorily retired with between 10 and 20 years of service, benefit is 2.5% of final pay times years of service.
Final Pay	Final pay is defined as the salary attached to the rank held upon separation from active service.
Uniforms	Personnel assigned to the Police Department who are required to wear uniforms shall purchase the uniforms from an authorized supplier either directly at their own cost; or through the Village on a seventy (\$70) dollar per paycheck installment plan. After one year of continuous employment, and appointment as a permanent full-time employee, reimbursement will be made to the employee upon receipt of documented evidence of the cost of the uniforms. If for any reason a probationary Police Officer is separated from employment with the Village, the employee will not be eligible for any reimbursement of expenses for uniforms or equipment.

GENERAL INFORMATION

Wage/Salary Rates

Annual Salary..... Effective: May 1, 2008

Step:	
1	Entrance \$53,615
2	After 1 full year of service \$57,057
3	After 2 full years of service \$60,500
4	After 3 full years of service \$63,942
5	After 4 full years of service \$67,381
6	After 5 full years of service \$70,804
7	After 6 full years of service \$75,351

Employees are paid bi-weekly on Friday, with twenty-six (26) pay periods per year.

Vacation Eligibility

1. After completing one (1) full year of continuous service, an employee is eligible for 10 Days of vacation.
2. After completing five (5) full years of continuous service, an employee is eligible for 15 Days of vacation.
3. After completing ten (10) full years of continuous service, an employee is eligible for 18 Days of vacation.
4. After completing fifteen (15) full years of continuous service, an employee is eligible for 20 Days of vacation.
5. After completing twenty (20) full years of continuous service, an employee is eligible for 23 Days of vacation.
6. After completing twenty-five (25) full years of continuous service, an employee is eligible for 25 Days of vacation.

Holidays

Each full-time Police Officer will receive 8 paid holidays: New Year's Day, Fourth of July, Thanksgiving Day, and Christmas Day, Martin Luther King Day, President's Day, Memorial Day and Labor Day.

APPLICANT POLYGRAPH EXAMINATION

The following areas are subject to questions during each police candidate polygraph examination.

1. Thefts of merchandise from places of employment.
2. Thefts of money from places of employment.
3. Thefts from a store by shoplifting.
4. Illegal drug trafficking or dealing.
5. Illegal drug or medication use.
6. Use of alcohol.
7. Falsification or minimization of any details in your written testing or requested information.
8. Participation in any type of organized crime.
9. Arrests for anything other than minor traffic violations.
10. Commission of a crime which has not been detected.
11. Concealment of anything in your background that would affect your chances for this position.
12. Involvement in a physical fight with another person.
13. Use of excessive physical force against another person.
14. Payment or receipt of any bribes.
15. Setting of any illegal bribes.

The following areas are also subject to questions if there has been previous or present police/public safety experience:

1. Commission of any unlawful acts while in uniform or while functioning in the line of duty.
2. Commission of any thefts on duty as a Police Officer.
3. Violation of any departmental rules or regulations.

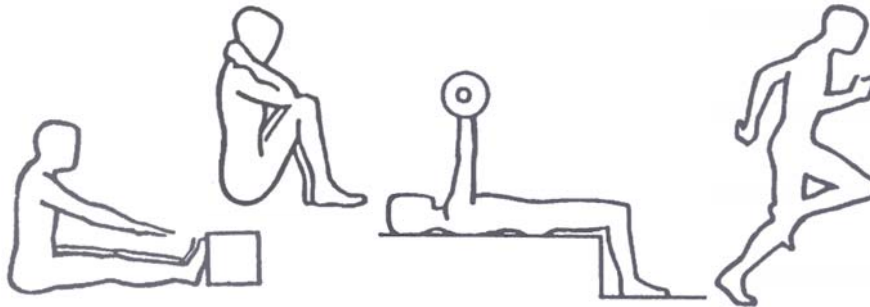
P.O.W.E.R. TEST (Peace Officer Wellness Evaluation Report)

The Illinois Law Enforcement Training and Standards Board, in recognizing the importance of physical fitness status for academy performance (and eventual job performance), has established the Peace Officer well-ness Evaluation Report (POWER) test for entering any of the Illinois certified police academies.

These fitness entrance requirements help to ensure that each recruit can undergo both the physical and academic demands of an academy without undue risk of injury and with a level of fatigue tolerance to meet all academy requirements. Candidates unable to meet these fitness requirements are eliminated from the hiring process with the Elk Grove Village Police Department.

The POWER test consists of four basic tests. The test will be given in the order listed with a rest period between each test. The actual performance requirement for each test is based upon age (decade) and sex, and is as follows:

TEST	MALE		FEMALE	
	21-29	30-35	21-29	30-35
1. Sit and Reach	16.0	15.0	18.8	17.8
2. One-Minute Sit-Up	37	34	31	24
3. Maximum Bench Press Ratio (Ratio of weight pushed divided body weight)	0.98	0.87	0.58	0.52
4. 1.5 Mile Run	13.46	14.31	16.21	16.52



How Does One Prepare for the Power Test?

1. Preparing for the Sit and Reach Test

Performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises.

Sit and Reach. Do 5 repetitions of this exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.

Towel Stretch. Sit on the ground with the legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.

2. Preparing for the Sit-Up Test

The progressive routine is to do as many bent leg sit-ups (hands behind the head) as possible in 1 minute. At least three times a week, do three sets (three groups of the number of repetitions one did in 1 minute).

3. Preparing for the 1 Repetition Maximum Bench Press

If one has access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. One should be able to do 8-10 repetitions of that weight. Do three sets of 8-10 repetitions adding 2 ½ to 5 pounds every week. If one does not have weight equipment, then the push-up exercise can be utilized. Determine how many push-ups one can do in 1 minute. At least three times a week, do three sets of the amount one can do in 1 minute.

4. Preparing for the 1.5 Mile Run

Below is a gradual schedule that would enable one to perform a maximum effort for the 1.5 mile run. If one can advance the schedule on a weekly basis, then proceed to the next level. If one can do the distance in less time, then that should be encouraged.

Week	Activity	Distance	Time	Frequency
1 – Nov. 26	Walk	1 mile	20' -17'	5/week
2 - Dec. 3	Walk	1.5 miles	29' -25'	5/week
3 - Dec. 10	Walk	2 miles	35' -32'	5/week
4 - Dec. 17	Walk	2 miles	30' -28'	5/week
5 - Dec. 24	Walk/Jog	2 miles	27'	5/week
6 - Dec. 31	Walk/Jog	2 miles	26'	5/week
7 - Jan. 7	Walk/Jog	2 miles	25'	5/week
8 - Jan. 14	Walk/Jog	2 miles	24'	4/week
9 - Jan. 21	Jog	2 miles	23'	4/week
10 - Jan. 28	Jog	2 miles	22'	4/week
11 - Feb. 4	Jog	2 miles	21'	4/week
12 - Feb. 11	Jog	2 miles	20'	4/week

FREQUENTLY ASKED QUESTIONS

Do I need to submit a resume, job application form, birth certificate or any other documents when I register?

No, we only require our one-page registration form. We will not accept any other documents during the registration process.

Do you accept lateral transfers?

No. Every applicant must undergo the testing process.

Are there any exceptions to the 21-35 age requirement?

Yes. Per Illinois State Statute, the maximum age limit is 40 years of age if you are currently certified as a full-time Illinois Police Officer.

Is there a residency requirement?

No, we do not have a residency requirement.

Do you accept military service in lieu of the education requirement?

No. All applicants must complete a minimum of sixty semester credit hours from an accredited institution.

Do you offer military service preference points?

There are no military service preference points given during the entry process. However, military service preference points are issued during the promotion process to the rank of Sergeant.

What is the vision requirement?

Vision must be 20/40 or better (corrected or uncorrected).

When will I need to submit proof of college?

Transcripts will be required during the group interview stage of the testing process.

-- REGISTRATION FORM IS ON SEPARATE LINK --