

STICKNEY POLICE DEPARTMENT
Village of Stickney, Illinois
An Equal Opportunity Employer
6533 Pershing Road
Stickney, IL 60402
Phone: 708-749-4400
www.villageofstickney.com

LATERAL ENTRY
POLICE OFFICER APPLICATION

The Stickney Police Department is an equal opportunity employer, and accepts for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, sexual orientation, age, marital status, military status, order of protection status, physical or mental handicap unrelated to ability to perform essential job functions, or any other status or class protected by federal, state, or local law.

The Stickney Police Department bases its hiring practices and promotions on merit, experience, education and other qualifications applied to all applicants and in accordance with the principles of equal employment opportunity and as required by any other applicable federal, state, or local law, and complies with the American with Disabilities Act ("ADA"). Persons needing accommodations in the recruitment or application process should notify the Village of Stickney in advance.

Read every question carefully and answer each question accurately. An applicant may be disqualified from further processing if the applicant intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in the applicant's applications, or examination of appointment. Any false statements on this application will be considered sufficient cause for dismissal. Any misrepresentation on this application whether actual or by omission may disqualify you for consideration of employment by the Stickney Police Department.

THIS FORM IS A PART OF THE EXAMINATION PROCESS AND MUST BE
COMPLETED IN ITS ENTIRETY AND ALL REQUIRED DOCUMENTS MUST BE
ATTACHED UPON SUBMISSION.

You cannot be considered for the position unless you meet the minimum requirements set forth in this application.

Any questions concerning the employment process should be directed to
Commissioner Alan Brinker
(708) 788-4040
alanbrinker@yahoo.com

Minimum Requirements and Qualifications: Applicants for lateral appointment to the position of Police Officer must meet the following minimum qualifications and requirements at the time of application:

- State of Illinois certification by the Illinois Law Enforcement Training and Standards Board with no more than forty (40) hours of training required by that Board for recertification, if necessary. *Part-time certification as a law enforcement officer does not meet this requirement.*
- United States citizen and/or an alien admitted for permanent residence or lawfully admitted for temporary residence and who produces evidence of intention to become a United States citizen.
- Individuals must be at least twenty-one (21) years old.
- Education - High school education or equivalent thereof.
- Experience - at least two (2) years of experience, and completion of the required probationary period, as a full time sworn, certified law enforcement officer with an Illinois municipality, county, university police department or a State law enforcement agency within the last four (4) years.
- Valid Driver's License.
- Possess a valid Illinois operator's license and FOID card.
- Have fewer than two (2) chargeable accidents within the past thirty-six (36) months at the time of application. Chargeable accidents are defined as accidents where fault was established by a law enforcement investigative body.
- No convictions for DUI and no loss of license as a result of a moving violation within the past thirty-six (36) months at the time of application.
- No felony convictions.
- No convictions of domestic related charges.
- No convictions for serious misdemeanors involving moral turpitude as defined in 65 ILCS 5/10-2.1-6.
- Have a clean disciplinary record, including, but not limited to, no sustained violations involving excessive force or dishonesty, including stealing, lying, or being under the influence of alcohol or drugs, either on or off duty. A sustained violation is defined as a finding by a law enforcement investigating body that is was more likely true than not true that the accused did what he/she was accused of doing.
- Must agree to comply with all requirements of the position and have the ability to pass all examination and training requirements.
- *Ability to furnish upon request*, a copy of the following: a resume; professional licenses; training certificates; documents confirming work experience; birth certificate; high school diploma or GED certificate; transcripts of higher learning; naval or military service board and discharge papers (DD-214); employee evaluations; and any other employment related material as requested or required.

Selection Process:

Each phase of the process is pass/fail and required to proceed to the next:

- Oral interview
- Background investigation
- Post-offer examinations including but not limited to: psychological evaluation; medical examination; vision screening; and drug screening, as may be deemed necessary at the discretion of the Board of Commissioners.
- All appointments are subject to a probationary period.

Lateral entry eligibility list:

An initial lateral entry eligibility list will be created from qualified applicants that submit the required application materials by the application deadline of 5:00 p.m., August 2, 2021 along with the payment of a \$25.00 application fee.

Placement on any lateral entry eligibility list shall be based upon the relative excellence of the applicants.

REQUIRED DOCUMENTS AND APPLICATION CHECKLIST

The following is a checklist to ensure that you complete the application as required. Attach and return all certificates and other required documentation.

| | |
|--|-------|
| Application for Employment | _____ |
| Resume | _____ |
| Copy of Certificate for the of the Law Enforcement Basic Training Course | _____ |
| Copy of Driver's License | _____ |
| Authorization to Release Information Form | _____ |
| Consumer Report/Investigative Consumer Report Disclosure Form | _____ |
| Applicable Training/Certifications | _____ |

Applicants who submit incorrect or insufficient documentation or incomplete applications may be automatically disqualified.

Please return completed applications and materials in person or by mail to:

Stickney Police Department
6533 Pershing Road
Stickney, IL 60402

No applications will be accepted by facsimile or electronic mail.

THE APPLICATION DEADLINE IS 5:00 P.M., August 2, 2021

Village of Stickney Police Department 2021 Lateral Hire Police Officer Application

Name _____
Last First Middle

Address _____
Number & Street City State Zip

Home Phone Number _____

Cell Phone Number _____

Email Address _____

Are you a U.S. Citizen? YES ____ NO ____

Are you eligible to participate in the Police Pension Fund – Municipalities 500,000 and under?
YES ____ NO ____

Do you have a valid driver's license? YES ____ NO ____

Do you meet the minimum requirements for this position? YES ____ NO ____

Are you certified as a Law Enforcement Officer by the Illinois Law Enforcement Training & Standards Board? YES ____ NO ____

If YES, provide date of certification: _____

Do you meet the education requirements of this position? YES ____ NO ____

Do you meet the work experience requirements of this position? YES ____ NO ____

Do you hold a valid Firearms Owners ID card? YES ____ NO ____

Number: _____ Expiration: _____

EDUCATION

High School

Name and City & State _____

Graduated? YES ____ NO ____

If "NO", GED Certificate? YES ____ NO ____

School Name and City & State where GED Certificate Earned _____

Community / Junior College:

School Name, City & State _____

Major / Curriculum _____

Degree Earned _____

Undergraduate Education:

School Name, City & State _____

Major / Curriculum _____

Degree Earned _____

Other Education:

School Name, City & State _____

Major / Curriculum _____

Degree Earned _____

Other Education:

School Name, City & State _____

Major / Curriculum _____

Degree Earned _____

List any training, skills, professional licenses or certificates you have that pertain to the position for which you are applying:

PERSONAL HISTORY AND CONVICTION INFORMATION

You are not obligated to disclose criminal history records that have been sealed, impounded, or expunged.

List all names or aliases you have used or have been known by

Date of Birth _____

Driver's License Number _____

State _____ Expiration Date _____

Have you ever had a driver's license in any other state? YES ____ NO ____

If YES, where? _____

Has your license ever been suspended or revoked, or have you ever been issued a judicial driving permit? YES ____ NO ____

If YES, please explain

Have you ever been convicted of a felony or misdemeanor in any jurisdiction?

YES ____ NO ____

If YES, provide the following information for all convictions:

| Date of Offense | Jurisdiction | Type of Offense | Outcome of Case |
|-----------------|--------------|-----------------|-----------------|
|-----------------|--------------|-----------------|-----------------|

**LIST ALL FORMER ADDRESSES FOR THE PAST TEN (10) YEARS IN
CHRONOLOGICAL ORDER**

Address _____

Date Range _____

Address _____

Date Range _____

Address _____

Date Range _____

Address _____

Date Range _____

Address _____

Date Range _____

Address _____

Date Range _____

Address _____

Date Range _____

Address _____

Date Range _____

Address _____

Date Range _____

Address _____

Date Range _____

EMPLOYMENT HISTORY

List all employment you have had for the last ten (10) years, including any military service, beginning with your current or most recent employer. Include periods of unemployment. Attach an additional sheet if necessary.

From _____ To _____
Full-time _____ Part-time _____
Employer _____
Phone _____
Address _____
Your job title _____
Job duties _____

Supervisor's name, title, & phone _____

Last salary or pay rate _____
Reason for leaving _____

From _____ To _____
Full-time _____ Part-time _____
Employer _____
Phone _____
Address _____
Your job title _____
Job duties _____

Supervisor's name, title, & phone _____

Last salary or pay rate _____
Reason for leaving _____

From _____ To _____
Full-time _____ Part-time _____
Employer _____
Phone _____
Address _____
Your job title _____
Job duties _____

Supervisor's name, title, & phone _____

Last salary or pay rate _____
Reason for leaving _____

EMPLOYMENT HISTORY (cont.)

Have you ever received formal discipline during your employment as a law enforcement officer, such as written reprimands, suspensions, loss of pay, etc.? YES ____ NO ____

Have you ever been discharged or forced to resign from any employment?
YES ____ NO ____

If "YES", please explain (include employer's name & address)

AREAS OF POLICE EXPERIENCE

Describe all duty and specialty assignments in your police career, such as traffic, investigations, narcotics, community relations / crime prevention, training of officers, patrol, administration, public education, or other law enforcement areas. Note the duration of each assignment and where held. Please give reasons for transfers or reassignments.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

WORK ACTIVITIES

Innovative programs you implemented or recommended:

Commendations and/or special achievements:

Experience using computer software:

Please review the enclosed job description. Are you able to perform the essential job functions listed therein with or without reasonable accommodation? YES ____ NO ____
If one or more accommodations are needed, please explain:

INTEREST STATEMENT

Please discuss your interest in and qualifications for becoming a police officer with the Stickney Police Department:

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general note-taking. There are no margins, text, or other markings on the page.

MILITARY SERVICE

Are you now a member or veteran of the U.S. military service, including reserve forces or National Guard?

YES ____ NO ____

If “YES”, what branch of service do, or did, you serve in?

Date and location

Were you ever convicted at a court-martial? YES ____ NO ____

If “YES”, explain in detail (attached additional sheets as necessary):

Were you honorably discharged? YES ____ NO ____

If “NO”, explain in detail (attach additional sheets if necessary):

REFERENCES

Please list five (5) adults not related to you and not former employers, whom you have known for at least three (3) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities. The Stickney Police Department or its designee reserves the right to contact the references at any time.

Name _____

Relationship _____

Address _____

Home phone _____ Cell phone _____

Business phone _____

Occupation _____

Number of years acquainted _____

Email address _____

Name _____

Relationship _____

Address _____

Home phone _____ Cell phone _____

Business phone _____

Occupation _____

Number of years acquainted _____

Email address _____

Name _____

Relationship _____

Address _____

Home phone _____ Cell phone _____

Business phone _____

Occupation _____

Number of years acquainted _____

Email address _____

Name _____

Relationship _____

Address _____

Home phone _____ Cell phone _____

Business phone _____

Occupation _____

Number of years acquainted _____

Email address _____

Name _____

Relationship _____

Address _____

Home phone _____ Cell phone _____

Business phone _____

Occupation _____

Number of years acquainted _____

Email address _____

ACKNOWLEDGMENT AND GENERAL RELEASE OF ALL CLAIMS
(Read the following carefully before signing)

I, the undersigned, certify that I have read and fully comprehend this application for employment in its entirety. I acknowledge that the information provided on this application for employment and other submitted application materials is true, complete and correct to the best of my knowledge. I understand and agree that any incorrect statement, falsification, misrepresentation or omission of any information in connection with this application for employment/other submitted application materials, whenever or however discovered, may result in the rejection of my application for employment or termination of employment without notice or benefits.

In consideration of my participation in the employment process, I authorize an investigation by the Board of Fire and Police Commissioners, Stickney Police Department, the Village of Stickney or its officials, employees, appointees, contractors, agents or representatives - jointly termed "the Employer" - of my employment history, background and criminal history, credit history, education, military service and activities. I authorize the Employer to request and receive such information. I authorize my current / former employers to furnish their records of my service, my reasons for leaving their employ, and all other information they may have concerning me, to the Employer. I understand that the Employer is not responsible for the accuracy or completeness of the information contained in any reports. I agree to cooperate in such an investigation. I hereby fully release and discharge the Employer, its successors, heirs, executors, administrators and assigns, from all rights, claims, and damages, whether to person or property, whether known, unknown, foreseen, or unforeseen and all actions of any type whatsoever, which I may have against the Employer arising out of my participation in the employment process. This release is intended to release all claims for injuries, damages, or loss of any kind whatsoever to me, my persons or property, real or personal, whether known, unknown, foreseen, or unforeseen which I may have against the Employer. I understand and acknowledge the significance and consequences of such specific intention to release all claims and do hereby assume full responsibility for any and all expenses, liabilities, injuries, damages, and/or losses that may incur from participating in the employment process.

I understand that submission of an application for employment does not obligate the Employer to engage in further review of my application for employment. I understand that this document does not constitute an offer of employment or employment contract and establishes no obligation on the part of the Employer to employ me.

In signing this document, I understand that I am releasing or giving up certain potential legal rights. I further acknowledge that I have fully read this document and am fully aware of the consequences thereof. Being so informed, I knowingly and voluntarily execute this release.

Printed Name _____
Signature _____
Date _____

AUTHORIZATION TO RELEASE INFORMATION
(Read the following carefully before signing)

Date _____

TO WHOM IT MAY CONCERN:

I hereby authorize a comprehensive investigation into my background, including, but not limited to, all statements contained in this application and any other document(s) submitted in connection therewith, and permit the Board of Fire and Police Commissioners, Stickney Police Department, the Village of Stickney or its officials, employees, appointees, contractors, agents or representatives - jointly termed "the Employer" - to obtain and use all information relating to my previous and current employment, education, military record, credit record, criminal conviction history, personal characteristics and all other information which may bear favorably or unfavorably upon my application for employment made to the Stickney Police Department.

I also authorize my previous employers, the educational institutions I attended, any other organizations and individuals to disclose information about me on the subjects covered by this application form or related documents to the Employer. Any individual, educational institution, organization or business entity is hereby released from any and all liability for any damages, which may arise as a result of providing such information. I also agree to release the Employer, from any and all liability arising from the use of the information obtained through the investigation of my background and any action taken based on such information.

As part of the procedure for processing my employment application, an investigative inquiry may be made into my background, which will concern my character and general reputation. Under the Fair Credit Reporting Act, I am entitled, upon my written request, to receive information as to the nature and scope of the investigation.

I also consent to the release to the Employer of any and all medical records prepared during the physical examination I am required to undergo for employment with the Stickney Police Department.

If I have had any questions concerning the application process, I have contacted the Board of Fire and Police Commissioners and discussed those questions with the Commissioners to my satisfaction.

A duplicate of this form shall carry the same force as the original. This document is effective for two years from date indicated above.

Signature _____

Printed Name _____

Street Address, City, State, Zip _____

For identification purposes:

Social Security Number _____ Date of Birth _____

**CONSUMER REPORT / INVESTIGATIVE CONSUMER REPORT
DISCLOSURE AND RELEASE OF INFORMATION AUTHORIZATION
PURSUANT TO THE FAIR CREDIT REPORTING ACT**

I understand that a consumer report may be obtained by the Board of Fire and Police Commissioners, Stickney Police Department, the Village of Stickney or its officials, employees, appointees, contractors, agents or representatives - jointly termed "the Employer" - in the course of investigating the character and background of its applicants for employment with the Employer or at any time during the term of employment if I am hired.

I authorize the Employer, and/or any consumer reporting agency used by them, to retrieve information from all personnel, educational institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state, municipal or county level, relating to my past activities, to supply any and all information concerning my background, and release the same from any liability resulting in providing such information. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving history, and criminal history records. Further, I understand that this information may be transmitted electronically and authorize such transmission.

I understand that a Consumer Report or Investigative Consumer Report may be prepared summarizing this information. If my prior employers and/or references are contacted, the report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics and/or mode of living. I understand that: I have a right to be told if information in my file has been used against me; I have a right to know what is in my file and that I may request and obtain all information about me in the files of a consumer reporting agency with proper identification; I have a right to ask for a credit score; and, I have a right to dispute incomplete or inaccurate information. I understand that requests concerning the information in my consumer report should be directed to the consumer reporting agency.

I hereby certify that all the statements and answers set forth on the employment application form are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions will be just cause for the termination of my employment. Further, I understand that by requesting this information, no promise of employment is being made. I agree that a photocopy of this authorization be accepted with the same authority as the original, and that if employed by the Employer, this authorization will remain in effect throughout such employment.

Signature _____
Printed Name _____
Street Address, City, State, Zip _____
For identification purposes:
Social Security Number _____
Date of Birth _____

To the Credit Reporting Agency:

The Board of Fire and Police Commissioners, the Stickney Police Department, and the Village of Stickney certify that: it has made its written disclosure to the consumer that a consumer report may be obtained; that it has obtained the consumer's prior written authorization; that the information being obtained will not be used in violation of any federal or state equal opportunity law or regulation; and that, before any adverse action is to be taken based on the consumer report, a copy of the report and a summary of the consumer's rights will be provided to the consumer by the consumer reporting agency.

The Village of Stickney collects the following information to evaluate its recruitment practices. Disclosure of information is on a voluntary basis. The information disclosed is confidential, will be maintained separate from your employment application, and will not be used to make a decision about your employment.

Position applied for: **LATERAL HIRE – POLICE OFFICER**

Recruitment Date: **JULY 2021**

Name _____

Gender ☐ Male ☐ Female ☐ Choose note to identify

Race

- ☐ American Indian/Native Alaskan
- ☐ Asian/Pacific Islander
- ☐ Black
- ☐ Hispanic
- ☐ White
- ☐ Two or more of the above
- ☐ Other
- ☐ Choose note to identify

How did you learn of this opportunity?

- ☐ website posting - please indicate _____
- ☐ newspaper ad - please indicate _____
- ☐ informed by a current Village employee
- ☐ informed by a friend / relative
- ☐ church / other religious institution - please indicate _____
- ☐ community agency / organization - please indicate _____
- ☐ school / college posting - please indicate _____
- ☐ other – please indicate _____

POLICE OFFICER JOB DESCRIPTION:

DISCLAIMER: The statements contained herein are intended to describe the general nature of work to be performed and requirements to perform the duties and tasks. This job description does not constitute an employment agreement; is not a guarantee of work duties or tasks; and is subject to change, with or without prior notice, to meet operational requirements. The omission of a duty or task does not exclude it if it is similar or a logical expectation for an individual to perform as part of the job.

ROLES AND RESPONSIBILITIES: Work is performed under supervision of a superior officer of the Police Department and is evaluated through reports, observations, and discussions for results obtained, including completeness, accuracy and adherence to established procedures.

Employees are expected to:

- Exercise independent judgment in meeting both routine and complex emergency situations;
- Maintain confidentiality and standards of integrity;
- Act without direct supervision;
- Act with discretion and tact when dealing with the general public;
- Promote and maintain responsive community relations;
- Work with others as part of a team and independently;
- Follow policies and procedures, including safe work practices;
- Possess effective conflict resolution and negotiation skills as related to providing effective customer service and resolving disputes;
- Develop and utilize proper investigative and interviewing techniques;
- Effectively communicate verbally and in writing;
- Solve practical problems; and
- Understand and perform work assignments.

Key role interactions include working with:

- Superior officers in the Police Department and all Village departments
- Village residents and business owners
- Members of the general public
- Other parties/persons as may be required for completion of job duties and tasks

MINIMUM JOB SPECIFICATIONS: As required for Lateral Hire

Knowledge:

- Successful completion of Illinois Law Enforcement Training and Standards Board (ILETSB) mandated minimum training standards;
- Applicable federal, state, and local civil and criminal statutes and ordinances on which charges and arrests are executed, including laws of arrest, search, and seizure;
- Department procedures, rules and regulations;
- Applicable federal, state, and local laws and ordinances;
- Philosophy and methodology of community policing;
- Proper safety precautions of the protective services industry;
- Street layout and the geography of the Village and location of principle buildings;
- Desktop computers and software including word processing, spreadsheet, and database programs; and
- Mobile data terminals and law enforcement applications.

Skills:

- Gross motor skills;
- Fine motor skills;
- Operation and use of motorized vehicles and equipment;
- Operation and use of office equipment; and
- Operation and use of firearms and other specialized police equipment.

Physical Demands:

- Exposure to extreme temperatures, uneven terrain, inclement weather, noise, fumes or airborne particles, odors, poor lighting or artificial lighting, or other undesirable conditions;
- High level of physical demand including running, jumping, crawling, climbing, and physically subduing resisting individuals;
- May require use of force to enter buildings;
- Frequently lift equipment and other objects of varying weights with or without assistance;
- Bend, squat, kneel, stretch, and use hands and fingers to handle equipment to perform duties;
- Wear personal protective equipment and department issued safety equipment weighing at least fifteen (15) pounds;
- Sit and drive for extended periods of time;
- Frequent entry and exit from vehicles while wearing personal protective equipment; and
- Endure and function under stress.

DESIRED JOB SPECIFICATIONS: Depending on area of assignment, the following certifications or experiences are desirable and may be required in order to perform certain job duties and tasks:

- Certification as a Child Passenger Safety Technician (CPST).
- Field Training Officer.

- Drug Abuse Resistance Education (D.A.R.E.) Officer.
- Evidence Technician.
- Crime Prevention
- Foreign Language Proficiency
- Breath Analyzer Operator
- Crisis Intervention Training (CIT) Certified
- Federal/State/County Task Force
- Firearms Instructor
- Juvenile Officer
- Lead Homicide Investigator Certified
- Field Training Officer
- Evidence Technician
- Accident Reconstructionist