



BUFFALO GROVE POLICE DEPARTMENT LATERAL ENTRY POLICE OFFICER PACKET



The Buffalo Grove Police Department, a progressive northwest suburban Chicago department, is looking for the best candidates available. Future growth, advancement potential, salary, and benefits are excellent.

The Buffalo Grove Police Department 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 the essential job functions or any other status or class protected by federal, state, or local law.

The Buffalo Grove 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. The Buffalo Grove Police Department complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the Village of Buffalo Grove Human Resources Director in advance.

Applications must be completed and submitted electronically by 4:00 PM Monday, May 15, 2017.

All information contained in or connected with the application will be considered personal and confidential to the extent possible or permitted by law and used only in conjunction with your possible employment by the Buffalo Grove Police Department. Please furnish complete information as outlined in the application.

Read every question carefully and answer each question accurately. An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in his/her 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 Buffalo Grove Police Department.

50 Raupp Blvd. Buffalo Grove, Illinois 60089

Village Hall Telephone 847.459.2500

Village website www.vbg.org

Minimum Qualifications

You Cannot be considered for the position unless you meet these requirements.

Any questions concerning the employment process should be directed to the Board of Fire and Police Commissioners, Village of Buffalo Grove, 50 Raupp Blvd., Buffalo Grove, IL 60089; bfpc@vbg.org.

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. (Part-time certification as a law enforcement officer does not meet this requirement.)
- United States citizen
- Individuals must be at least 21 years old
- Education - High School education or equivalent thereof
- Experience – at least 2 years experience as a full time sworn, certified law enforcement officer with an Illinois law enforcement agency, within the last 3 years
 - Candidates with less than 2 years experience may be considered if the candidate has completed 60 hours of college credit or has 2 years active duty military experience, in addition to full time sworn certified law enforcement officer experience.
- Valid Driver's License
- 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.

- Pre-screening application review by Police Department Command Staff
- Interview with the Board of Fire and Police Commissioners
- Character and background investigation and credit check
- Polygraph examination
- Post-offer examinations including but not limited to: psychological evaluation; medical examination; vision screening; and drug screening.
- 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 **4:00 PM, Monday, May 15, 2017**.

Placement on any lateral entry eligibility list shall be based upon the relative excellence of the applicants and a minimum passing oral interview score.

In the event that prescreening identifies applicants who have certain knowledge, skills and abilities that make those applicants more desirable for the position sought to be filled, the Board of Fire and Police Commissioners and Police Department Command Staff may interview those applicants only for consideration.

REQUIRED DOCUMENTS & APPLICATION CHECKLIST

The following is a checklist for your use to ensure you complete the application as required and attach and return all required certificates and other documentation electronically.

Check when completed/attached:

- Application for Employment ____
- Resume ____
- Photocopy of certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course ____
- Copy of Driver's License ____
- College Transcripts, if applicable ____
- DD-214, if applicable ____

Applicants submitting incorrect or insufficient proof or incomplete applications will be automatically disqualified from employment consideration. SUBMIT COMPLETED Application and required materials electronically at www.vbg.org.

Application deadline is 4:00 PM Monday, May 15, 2017



BUFFALO GROVE IS AN EQUAL OPPORTUNITY EMPLOYER

The Buffalo Grove Police Department is an Internationally Accredited Professional Law Enforcement Agency.



50 Raupp Blvd. Buffalo Grove, Illinois 60089

Village Hall Telephone 847.459.2500

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VILLAGE OF BUFFALO GROVE

POSITION TITLE:

POLICE OFFICER

DEPARTMENT/DIVISION:

POLICE

FLSA STATUS:

NON-EXEMPT

UPDATED:

JANUARY 1, 2017



NATURE OF WORK

This is responsible municipal police work addressing problems, protecting life and property, and enhancing the quality of life in the community.

Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the fair and impartial enforcement of laws and ordinances in the designated area on an assigned shift. An employee of this class may be assigned to uniformed patrol, traffic enforcement, criminal investigation, or other specialized departmental activity. Work involves an element of personal danger, and officers must be able to act without direct supervision and to exercise independent judgment in meeting both routine and complex emergency situations. Work assignments and instructions are received in general terms from a supervising officer who reviews work through reports, observations, and conferences to ensure conformance to departmental and professional standards.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Patrols a designated area of the Village; checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions; observes violations of laws and ordinances and responds to incidents involving traffic crashes, misdemeanors, felonies, and miscellaneous citizen service requests; makes police presence known in a manner that contributes toward deterrence of crime; gives information and provides assistance to motorists and the public.

Conducts preliminary investigations at the scenes of crimes, traffic crashes and other incidents; administers emergency medical aid to persons; gathers and preserves evidence; locates and questions witnesses; writes citations and makes arrests as required by circumstances; testifies as a witness in court.

Processes prisoners upon admission; takes fingerprints, photographs, and receipts their personal property; may transport prisoners.

May be assigned to traffic education and enforcement; enforces traffic and motor vehicle regulations through visual observation and radar patrol, issues written warnings or citations to offenders; investigates and prepares reports of traffic crashes involving property damage, injuries and fatalities; maintains traffic-related statistics.

May be assigned to criminal/youth investigation; investigates crimes and criminal activities involving adults and/or juveniles; conducts crime scene investigations; obtains statements of victims, witnesses, and suspects; investigates assigned cases until cleared or declared inactive; maintains records of investigations and assists in the preparation of cases for court and court diversion programs; testifies in court as necessary.

May be assigned to crime prevention/community relations duties; conducts security surveys; coordinates crime opportunity prevention plans; presents public information programs; analyzes community concerns.

May be assigned to full time local school duties; acts as a teaching resource for school community; assists with school security; conducts classes; investigates youth related problems; maintains appropriate records.

May be assigned to other specialized duties as required.

Performs related work as required.

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are primarily performed on patrol in an assigned geographical area where the employee is exposed to varying and extreme weather conditions. When responding to emergencies, employee risks physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs and drug paraphernalia and crime scenes. Physical exertion is required to climb stairs, go over walls, run, move heavy objects, crawl through tight spaces, kneel in confined areas and sit for long period of time during surveillance. Physical effort is required to lift materials, equipment and persons exceeding 50 lbs., and subdue combative persons. May experience disruption in sleep patterns as a result of shift work.

REQUIREMENTS OF WORK

Graduation from high school or equivalent and any combination of training and experience which provides the following knowledge, ability, and skills:

- Knowledge of modern police practices and methods.
- Knowledge of departmental procedures, rules and regulations.
- Knowledge of applicable federal, state and local laws and ordinances, including laws of arrest.
- Knowledge of the street layout and geography of the Village.
- Ability to deal firmly and courteously with the public.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain required records and to prepare reports.
- Ability to analyze situations quickly and objectively and to determine proper course of action.
- Ability to establish and maintain effective working relationships with others.
- Ability to meet such physical requirements as may be established by competent authority.
- Skill in the use of firearms, communications/data devices, and such other regular and special police equipment as may be assigned.
- Follows safety policies and procedures.
- Reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately
- Follows recognized safe work practices.

NECESSARY SPECIAL REQUIREMENTS

Must be 21 and less than 35 years of age at time of application, unless exempted from this requirement by statute, or be 20 years of age and have successfully completed two years of law enforcement studies at an accredited college or university. Successful completion of Police Academy and departmental training programs. Possession of a valid Illinois class "D" Illinois driver's license or equivalent.