



**Village of Western Springs Police Department
Lateral Hire Police Officer Application for
Employment**

**RETAIN THE FOLLOWING PAGES
FOR YOUR INFORMATION**

Minimum Requirements and Qualifications

Candidates must meet the following minimum qualifications and requirements at the time of application and hire:

- State of Illinois certification by the Illinois Law Enforcement Training and Standards Board (ILETSB).
 - Part-time certification as a law enforcement officer; corrections officer certification; and/or military law enforcement training DO NOT meet this requirement.
- United States citizen or naturalized citizen.
- Individuals must be at least 21 years old.
- Education - High school education or GED.
- Experience – at least 2 years continuous experience as a current full-time sworn officer in good standing.
- Valid driver's license.
- Valid FOID card.
- No felony convictions.
- U.S. citizenship.
- Must be physically able to perform the essential duties of the position.
- Must have at least 20/100 binocular vision without glasses, correctable to 20/20 with glasses, and shall not be color blind.
- Must be of good moral character.
- Must not have any tattoos that would be visible in whole or part while wearing the uniform of the Department. Existing tattoos must be covered.
- Must agree to comply with all requirements of the position, including providing copies of any requested employment-related materials or other documents to confirm or verify information, and have the ability to pass all examination and training requirements. The Village of Western Springs reserves the right to re-verify candidate qualifications at any time during the screening and hiring process.
- The Board of Fire and Police Commissioners requires all employees to enter into an expense reimbursement agreement upon hire.

Selection Process

An offer of employment is contingent on passing all required screenings and examinations.

- There is no guarantee of an interview or further consideration for candidates submitting an application. Inclusion in any lateral entry candidate screening process shall be based upon the relative excellence of the candidate's reflecting qualifications above the stated minimum qualifications and the hiring needs of the Department at the time of review.
- Selected candidates will be invited to participate in an oral interview conducted by the Village of Western Springs Board of Fire and Police Commissioners (BFPC). Upon recommendation by the interview committee, qualified candidates will be placed on an eligibility list that will have a two-year expiration date after being posted. The list may expire sooner than two years if the BFPC makes a decision to revoke the list.
- Candidates may receive a conditional offer of employment and participate in additional post-offer screenings and examinations, including but not limited to: polygraph examination, psychological evaluation, character and background investigation and credit check, medical examination and drug screening. Candidates must receive a satisfactory evaluation on each screening or examination in order to proceed in the selection process. Failure to achieve a satisfactory evaluation on any screening or examination shall result in immediate disqualification from further consideration.
- New lateral police officers are subject to an 18-month probationary period.



Village of Western Springs Police Department Lateral Hire Police Officer Application for Employment

The Western Springs 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 Western Springs Police Department establishes 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 Western Springs Police Department complies with the Americans with Disabilities Act (ADA).

VILLAGE OF WESTERN SPRINGS

POLICE DEPARTMENT



COMMUNITY AND DEPARTMENT INFORMATION

Village of Western Springs
740 Hillgrove Avenue
Western Springs, Illinois 60558
708-246-8540

www.wsprings.com



The Village of Western Springs is an Equal Opportunity Employer

Applicant Information

This information is intended to provide applicants with an overview of the Village of Western Springs and the Police Department.

Community Profile

The Village of Western Springs was incorporated in 1886. The Village consists of 2.32 square miles and has a population of about 13,500. The Village housing stock is made up of almost exclusively high quality single family homes. Approximately 78% of the residents have a bachelor's degree or higher and the average household income is \$150,880.

Western Springs School District 101 serves three elementary schools and one junior high school. Lyons Township High School District 204 is a regional high school that has two campuses. The south campus is located in Western Springs and houses both freshman and sophomore students. There is one private elementary school located in the Village serving students from Western Springs as well as surrounding communities.

The Burlington Northern-Santa Fe Railway provides a 25 minute express commute to Chicago's Loop. Western Springs is located approximately 16 miles west of Chicago with a driving time of 25 to 40 minutes.

Many local shopping opportunities are available at Garden Market as well as a historic downtown shopping district. Oak Brook Center, Yorktown, and Orland Square malls are easily accessible.

The Village's Recreation Department offers a full range of activities through its two recreation centers and numerous programs in the parks. The Park District maintains over 80 acres of parks for community use. The Bemis Woods Forest Preserve is directly north of Western Springs along Salt Creek, offering picnic grove areas, bike trails, cross country skiing, and nature studies. Nearly a dozen golf and country clubs are within 5 miles of the community. Other recreational activities are offered by 24 civic, fraternal, and neighborhood clubs.

Police Department

The Police Department currently employs 21 full-time sworn police officers. There is currently a Chief, one Deputy Chief, and four Sergeants. Specialized assignments include, but are not limited to, Detective, High School Resource Officer, Crime Prevention Officer, and the Emergency Services Team. A total of 15 sworn sergeants and officers are assigned to the Patrol Division. Civilian staff includes one Community Service Officer/Records Manager, an Administrative Services Coordinator, two Records Specialists, and a part-time Accreditation Manager. The Department also employs 8 part-time crossing guards. In addition, the Department has several volunteer Auxiliary Police Officers coupled with an Explorer Youth Program.

The Department is accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) which demonstrates that our policies and procedures comply with or exceed best practices and national standards. The Police Department received its fifth consecutive reaccreditation award in 2020 and is scheduled for its next full review and anticipated sixth reaccreditation in 2024.

Work Schedule

Currently, officers assigned to the Patrol Division work a 28 day schedule consisting of fixed 12 hour shifts. There are 4 shifts within the Patrol Division and officers generally remain on the same shift for one year. Shift assignments are made as necessary in order to maintain appropriate staffing levels on each shift. Regular shift hours are:

6:00 a.m. – 6:00 p.m.
6:00 p.m. – 6:00 a.m.

Salary

Salaries are determined by the Collective Bargaining Agreement between the Village of Western Springs and Metropolitan Alliance of Police Chapter 360.

STEP

Starting salary for probationary officers:	\$70,783.23
A	\$72,508.59
B	\$74,279.30
C	\$81,076.74
D	\$83,870.18
E	\$91,378.14
F	\$95,532.74
G	\$99,686.08

Advancement from the Probationary Step to Step A shall be upon successful completion of the 18 month probationary period. Advancement through Steps A through F occur at twelve month intervals. Advancement from Step F to Step G is after two years.

At the discretion of the Police Chief, an employee with at least two (2) years prior experience as a police officer may be paid at Step B of the above salary schedule upon successful completion of the probationary period. Thereafter, the employee shall advance through the steps in accordance with the Collective Bargaining Agreement.

Tuition Reimbursement

The Village of Western Springs employees are encouraged to enroll in college or university courses which are designed to improve job skills. Where a course is directly and immediately related to the employee's work responsibilities and the Village will receive a significant benefit, the employee may qualify for 100% tuition reimbursement upon satisfactorily completing the course. Reimbursement is limited to \$4,000 per employee per fiscal year.

Vacation Schedule

Years of Continuous Service	Bi-weekly hours earned	Total hours of vacation per year
Hire through 6 years	6.15	160
7 through 12 years	7.69	200

The foregoing number of vacation days includes holidays and shall be in lieu of time off for holidays and holiday pay.

Holidays

An officer who is required to work on one of the following holidays will be paid 1-1/2 times their regular straight-time hourly rate of pay for all hours actually worked on a holiday:

- | | |
|------------------|-------------------------------|
| New Year’s Day | Thanksgiving Day |
| President’s Day | Friday after Thanksgiving Day |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | Martin Luther King Day |

Personal day

Each officer receives two non-accumulative personal days (17 hours) for use during the following calendar year.

Sick leave policy

An officer is granted one day of sick leave of each full calendar month of employment. The number of sick leave days shall not exceed 240 days at any one time.

Uniform allowance

New officers are provided all uniforms including leather equipment. The department provides the officer’s star, hat shield, weapon, and body armor. Officers are allotted \$600 annually as a uniform allowance (pro rata if employed less than a year). Officers are required to submit valid vouchers/receipts for purchase of appropriate uniform items.

Bereavement leave

An officer may be granted a bereavement leave of absence of up to three (3) days without loss of pay in cases of death of a member of the officer’s family. The purpose of such leave shall be to attend the funeral (including making arrangements for the funeral).

Insurance program

The Village provides for participation in the Village’s Group Hospitalization and Major Medical Insurance Program, PPO or an HMO. Employees are required to contribute the following amount for the Gross Monthly Employee Contribution:

- Single 10%
- Family 20%

This amount is deducted from the employee’s pay check.

Term life insurance

Each officer is provided with term life insurance coverage in a dollar amount equal to the officer's salary, up to \$50,000.

Pension plan

Officers are required to complete a separate application to the Village of Western Springs Police Pension Board for acceptance into the Police Pension. Officers may qualify for a pension after 55 years of age under the TIER 2 Pension formula for those employed on or after January 1, 2011.

Professionalism-Integrity-Pride-Service-Dedication