

Police Officer
Norridge, Illinois

Village of Norridge
4000 N. Olcott Avenue
Norridge, IL 60706
Phone: 708-453-0800
Fax: 708-453-9335
E-mail: applications@stanard.com
Website: www.applytoserve.com

Starting Salary:\$64,028.17

Application Deadline: July 31, 2020

APPLICATIONS AVAILABLE BEGINNING MONDAY, JULY 1, 2020

Notice is hereby given that the Norridge Board of Fire and Police Commissioners will be conducting examinations to establish a primary eligibility list of qualified candidates for the Norridge Police Department according to the Rules and Regulations of the Board of Fire & Police Commissioners, Village of Norridge, Illinois as adopted September 8, 1972, amended February 25, 2020 and effective March 15, 2020.

Applicant Eligibility Requirements:

Must be a citizen of the United States.

Applicants must have at minimum an Associates Degree or the equivalent of at least 60 credit hours from an accredited college, university or junior college, or Bachelors Degree (preferred) from an accredited College or University. Previous experience as a State of Illinois Certified Police Officer is acceptable.

Must have attained their 23rd birthday by 7/31/2020 and be under the age of 35 by the initial eligibility roster date of (11/22/20), or applicants who are currently police officers, or have previously been police officers, who are under the age of 40 and meet the exemption set forth in the Board of Fire and Police Commissioners Act (Illinois Compiled Statutes 65ILCS5/10-2.1-6).

Must have eyesight at least 20/20 corrected, without any color blindness or other eye abnormality.

Must possess a valid driver's license.

Must be of good moral character.

Registration:

Applications Available:

07/01/2020

Application Deadline:

07/31/2020 at 5:00 PM

No late application accepted.

Applicants must pay a \$45.00 non-refundable administrative fee.

Applications, fact sheet, and other required forms and waivers are available online at:

<http://www.applytoserve.com>

OR

Obtained at:

Stanard & Associates
309 W. Washington Street, Suite 1000
Chicago, IL 60606

Qualifying applicants will be notified by email or mail, and will be required to attend the mandatory Orientation Program and written examination on Saturday August 29, 2020.

NORRIDGE BOARD OF FIRE & POLICE COMMISSIONERS
4000 N. Olcott Avenue
Norridge, IL 60706
Phone: (708) 453-0800
Fax: (708) 453-9335

POLICE APPLICANT FACT SHEET - 2020

Examinations are being held to establish an eligibility list of candidates for possible appointment to the Norridge Police Department. These examinations will be conducted, and the eligibility list will be established according to the Rules & Regulations of the Norridge Board of Fire & Police Commissioners.

An important step in the testing procedure is for you to fully complete the online Norridge Police Application and return it on or before **July 31, 2020**. Applications and other necessary documents are available for download at <http://>

www.applytoserve.com for a non-refundable application fee. **Please print information legibly.** All answers must be complete and truthful without any willful or accidental omissions otherwise you may be dropped from any further consideration.

Your valid driver license is your identification and you must present it at all the examinations sites. You must also bring your email letter of admission from this Board. You will not be admitted without both documents.

REQUIREMENTS

Citizenship: Applicant must be a U.S. Citizen.

Age: Must have attained their 23rd birthday by 8/29/1997 and be under the age of 35 by initial eligibility roster date of **11/21/2020**, or applicants who are currently/ police officers, or have previously been police officers, who are under the age of 40 and/or meet the exemption set forth in the Board of Fire and Police Commissioners Act (Illinois Compiled Statutes 65ILCS5/10-2.1-6).

Education: The applicants shall furnish with their application a copy of a College or University Degree, and copies of a certified transcripts. Preferred Candidates would possess a bachelor's degree, or at a minimum an associates degree or the equivalent of at least 60 credit hours from a accredited college, university or junior college by the time of conditional job offer. |

Attributes: Applicants must be of good moral character, and have not been convicted of a felony, be in good physical condition to be able to perform the duties of a patrol officer. Applicants cannot be a conscientious objector.

Drivers License: Applicant must have a current and valid driver's license.

Firearm Owners Identification Card: **Illinois residents** must be able to obtain an Illinois FOID card prior to assignment to police academy.

Training: Candidates must attend and satisfactorily pass the police academy training and be certified as required by the Illinois Training Board. Candidates must satisfactorily serve and complete an 18-month Probationary Period which includes field training and be approved by the Norridge Police Chief.

Reimbursement: Candidates must agree to a mandatory cost of training Reimbursement Contract.

Salary: Hourly rate. Annual salary shown below is based on 2080 hours worked per year. Overtime pay is based on hours worked over forty (40) hours per week. Current salaries: Rank/Class Effective 5/1/2017 SGT \$112,813.80 CORP \$105,738.31 YEAR 10 \$97,993.80 YEAR 9 \$94,219.57 YEAR 8 \$90,445.64

YEAR 7 \$86,671.73 YEAR 6 \$82,897.79 YEAR 5 \$79,123.87 YEAR 4
\$75,349.94 YEAR 3 \$71,576.02 18MOS/24MOS \$67,802.08 PROBATIONARY
START/18MOS \$64,028.17

BENEFITS

Vacation: From date of hire 4 hours credit per month prior to the fiscal year.

Completion of one year from May 1st: 40 Hours Completion of two years from May 1st: 80 Hours Completion of five years from May 1st: 120 Hours Completion of ten years from May 1st: 160 Hours Completion of fifteen years from date of hire:

8 additional hours for each year over 15 years with a maximum of 200 hours after completion of 20 years of service.

Holidays: 80 hours paid holidays. Used as floating holidays (unused holidays are paid).

Sick Leave: 96 hours annually, cumulative to a maximum of 672 hours. Hours accumulated over 672 are paid.

Uniforms: Clothing allowance is paid twice a year, in May \$ 337.50, and in November \$ \$337.50. Department side-arm weapon is supplied. New officers are supplied with ballistic armor.

Insurance: Medical/ Dental Insurance. Blue Cross, Blue Shield PPO Annual vision reimbursement of \$100.00

Attendance: Perfect attendance incentives. 4 hours time awarded for each month of perfect attendance.

Pension: Norridge Police Pension Fund for new hires effective January 1, 2011. Retirement eligible - 20yrs service, age 55. Vesting 10 years. Pension salary cap of \$106,800 with annual CPI adjustments.

Education: Partial reimbursement of tuition for approved advanced Law Enforcement education program. In-service law enforcement training and refresher courses.

HIRING AND TESTING PROCEDURE

STEP ONE: COMPLETE THE APPLICATION & FORMS

Applications and other necessary documents are available for download at: <http://www.applytoserve.com>. A **\$45.00**, non-refundable, administrative fee, must be made by credit card through PAYPAL to download all documents. A copy of the Police Applicant Fact Sheet 2020 will download with the Application form.

A completed Application must include the following:

1. A copy of your valid driver's license, both front and back sides.

2. The completed Police Application must include the following:

A. A copy of your certified birth certificate and proof of citizenship **B.** Official Transcripts of college credits. **C.** All downloaded waivers & forms as required **D.** Consent for background investigation **E.** Training Reimbursement Contract (must be Notarized) **3.** The completed packet must be scanned/returned to Stanard & Associates, 309 W. Washington St., Suite 1000, Chicago, IL 60606, **ON OR BEFORE THE CLOSING DATE, Friday July 31, 2020 at 5:00 PM.**

STEP TWO: ORIENTATION AND WRITTEN EXAMINATION.

Only those applicants who have submitted their completed applications on or before the due date, and their applications are accepted by the Norridge Board of Fire & Police Commissioners will be allowed to attend the Orientation Program. A letter of admission will be emailed by the Board to each accepted applicant candidate, advising of the place, time, and date of the Mandatory Orientation Program. The email and your driver's license must be presented to gain admission. Spouses and family are encouraged and welcome to attend the orientation with you. Please be prompt and allow enough time, as parking may be limited. Doors will close promptly at 9:00 A.M. This Orientation Program will explain what is expected of you, and what you can expect as a Norridge Police Officer. The job related academy P.O.W.E.R. test will be discussed. Suggestions will be offered on how to prepare yourself for the police academy IIPower Test'.

There will be personnel from the Norridge Police Department and the Testing Services to answer -any questions you may have concerning the examinations, the job of police officer, the training received and the job benefits. You are encouraged to ask questions, to familiarize yourself whether this job meets your expectations.

The written examination will be administered after the conclusion of the Orientation program. Only those who attended the full Orientation Program will be allowed to take the Written Examination. The Written Examination is Sixty percent (60%) of the total scores. The minimum passing grade will be established by the testing service. Please note that only the applicant will be admitted to the written examination. No one else will be admitted. The written examination will be administered after the conclusion of the Orientation program followed by a demonstration/video of the "P.O.W.E.R. Test" for those applicants without a valid NIPSTA card. Only those who attended the full Orientation Program will be allowed to take the Written Examination. The Written Examination is sixty percent (60%) of the total score. The minimum passing

grade will be established by the testing service. **PLEASE NOTE:** The POWER TEST is a mandatory requirement for entrance into the Police Academy. This test will be given prior to academy entrance. If you cannot complete or meet the required standards, you are out of a job. Get and keep yourself in good physical condition. Descriptive literature can be downloaded at: <http://dps.illinois.edu/universitypolice/power.pdf> to help you prepare.

STEP THREE: INITIAL ELIGIBILITY REGISTER.

The Initial Eligibility Register of candidates will be established based on the written test score. A grade of Sixty-five percent (65%) or better is required to be placed on the Initial Eligibility Register, in rank order of excellence. Each applicant candidate achieving the minimum score or better will be emailed or mailed a copy of the initial eligibility register advising the candidate he/she qualified. Veterans, sworn Police Officers, and applicants with Associates or B.S. degrees in Law Enforcement or Criminal Justice then may apply for preference points, within ten (10) days of the posting date of the Initial Eligibility Register. Preference points, as per Illinois Compiled State Statutes, may be claimed by an applicant who has served in the military for one year and has an honorable discharge, meets the education criteria above, or is currently serving or having served as a sworn Police Officer in an Illinois community. A total of five (5) points, to improve his/her position on the Primary Eligibility Register, can be exercised by the applicant. Any applicant currently serving as a Norridge Police Department Auxiliary Police Officer for a minimum of one year at the time of application and testing is eligible to claim preference points. These preference points are in addition to the above Education/Military preference points. Auxiliary Officer points are awarded for continuous service only. NPD Auxiliary Police Officer preference points can be applied for as follows; 1 point for 12-24 months of continuous service, 2 points for 24-36 months of continuous service, 3 points for anything over 36 months of continuous service.

STEP FOUR: ORAL ASSESSMENT.

Only those who have attended orientation and passed the written examination will receive an email or mailed invitation from the Board, giving the place, date and time of the Oral Assessment. The number of oral interviews conducted is at the Board's discretion and will be announced at Orientation. The invitation and your driver's license must be presented to gain admission. The score of this test is forty percent (40%) of the total score.

STEP FIVE: PRIMARY ELIGIBILITY REGISTER.

A final Primary Register of Candidates will be created from the Initial Eligibility Register after combining the written (60%) and oral test (40%) scores and adding qualifying preference points. The Primary Register will be replenished from the remaining Candidates on the Initial Eligibility Register as the Primary

Register is exhausted. Both will remain in force for a period of three (3) years from the effective date as is established by the Norridge Board of Fire & Police Commissioners. All appointments to the police department will be made from the Primary Register in rank order of excellence, until the Primary Register is depleted or both lists expire. Each qualified candidate will receive a copy of the Primary Eligibility Register. Final appointment to the Police Department will depend on successfully passing the following examinations:

BACKGROUND INVESTIGATION- Pass/Fail, POLYGRAPH EXAMINATION- Pass/Fail, ORAL INTERVIEW- Pass/Fail, VISUAL ACUITY TESTS- Pass/Fail, PSYCHOLOGICAL EVALUATION- Pass/Fail, MEDICAL EXAMINATION, including Drug Test - Pass/Fail.

NOTE: The order of these examinations may be changed or rescheduled due to unforeseen time conflicts at the Board's discretion.