

VILLAGE OF BURNHAM

PROBATIONARY POLICE OFFICER EXAMINATION

INSTRUCTIONS

In order to establish an Eligibility List for the position of Probationary Police Officer, the Village of Burnham, Illinois, County of Cook, is providing to all interested parties a packet containing: (1) examination instructions, (2) application form (3) Legal Notice (4) Burnham Board of Fire and Police Commissioners Employment and Personal Information Release Certificate (5) Release of Liability Certificate (6) application attachment (7) information on the elements of the selection process, and (8) a checklist for returning the application form/supporting documentation.

COMPLETED APPLICATION FORMS/SUPPORTING DOCUMENTATION

All completed applications with accompanying documentation must be returned in a sealed envelope by 3:00p.m. on Friday, October 17th, 2025, to Resource Management Associates, Inc., 17730-A Oak Park Avenue, Tinley Park, IL 60477. Applicants must comply with the requirements in every respect. The following must be submitted:

- Completed application (*notarized*)
- Copy of birth certificate
- A copy of the P.O.W.E.R. Test card stating that you completed the test within a year of the application deadline of October 17th, 2025.
- Copy of current driver's license (if driving on a citation, please provide a copy of the citation with another form of photo identification)
- Copy of Social Security Card
- Copy of high school diploma or equivalent or college degree
- Official transcripts from registrar's office for college degrees must be in a sealed envelope
- Burnham Board of Fire and Police Commissioners Employment and Personal Information Release Certificate
- Release of Liability Certificate. This form must be completed and signed by yourself and one witness.
- If exempt from maximum age limitation, must provide proof per Section 5/10-2.1-6 of the Fire and Police Commissioners Act. In addition, as applicable, must provide proof of certification attesting to the successful completion of the Minimum Standards Basic Law Enforcement Training Course as provided in the Illinois Police Training Act; or DD Form 214 – Certificate of Release or Discharge from Active Duty.

ORIENTATION

Orientation will take place on Saturday, October 25th, 2025, at the Burnham Community Center, 14020 Torrence Avenue, Burnham, IL 60633. This process will begin at 8:30 a.m. followed by the written examination at 9:00 a.m. Applicants who fail to appear will not be allowed to participate in any other testing for this examination only. However, they may apply for any future examinations.

WRITTEN EXAMINATION

The written examination will be administered to all applicants at 9:00 a.m. on Saturday, October 25th, 2025, at the Burnham Community Center, 14020 Torrence Avenue, Burnham, IL 60633. Candidate check-in will begin at 8:00 a.m. A valid photo ID will be required. **Applicants who arrive after 8:30 a.m. WILL NOT be processed and will be required to re-apply.** Those applicants who fail to appear will not be allowed to participate in any other testing for this examination only. However, they may apply for any future examinations.

Applicants will be given their score on-site on the day of the exam. A score of 70.00% or above is required to pass the written exam.

ORAL EXAMINATION

Those applicants who pass the written exam will be given a date and time of their oral examination.

Those applicants who receive a passing grade on the written examination (score of 70.00% or above) will also be required to pass the oral examination, polygraph and psychological examination, medical/physical examination, functional capacity evaluation, and a police background investigation prior to appointment.

Both the written and oral examinations are scored. All other examinations are strictly PASS or FAIL.

STUDY GUIDE AND PRACTICE TESTING

Applicants wishing to purchase a study guide or practice test to assist in the testing process can do so at <https://crc.cpshr.us/default.aspx?ID=Law206948>. For technical support doing so, please contact (916) 471-3538. This will only be available through October 25th, 2025.

QUALIFICATIONS

1. Must be a United States citizen
2. Must have valid driver's or chauffeur's license
3. Must have a copy of the P.O.W.E.R. Test card stating that you completed the test within a year of the application deadline of October 17th, 2025.
4. Must have high school diploma or equivalent or college degree (official transcripts from registrar's office for college degrees must be in a sealed envelope)
5. Must be 21 years old by October 17th, 2025 and under 35 years of age at time of application and posting of final eligibility list unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Fire and Police Commissioners Act

DISQUALIFICATIONS

The Board may refuse to examine an applicant or, after examination, to certify them as eligible:

1. Who is found lacking in any of the established preliminary requirements for the service for which he or she applies.

2. Who is physically unable to perform the duties of the position to which he or she seeks appointment.
3. Who is addicted to the use of intoxicating beverages or is found to have taken or used drugs and/or narcotics illegally.
4. Who has been convicted of a felony or any misdemeanor involving moral turpitude, as specified in Section 5/10-2.1-6 of the Board of Fire and Police Commissioners Act.
5. Who has been dismissed from any public service for good cause.
6. Who has attempted to practice any deception or fraud in his application.
7. Who may be found disqualified in personal qualifications or health.
8. Whose character and employment references are unsatisfactory.
9. Who does not possess a high school education or its equivalent and has not met the additional requirements as set forth above.
10. Who is or has been classified by his Local Selective Service Draft Board as a conscientious objector.

Any applicant deemed disqualified hereunder, shall be notified by the Board.

**BY ORDER OF THE BOARD OF FIRE AND POLICE COMMISSIONERS
ROY HALLMAN, SECRETARY**

LEGAL NOTICE
BURNHAM, COOK COUNTY, ILLINOIS
NOTICE OF EXAMINATION FOR PATROL OFFICER FOR
THE POLICE DEPARTMENT

NOTICE IS HEREBY GIVEN that the Board of Fire and Police Commissioners of the Village of Burnham, Cook County, Illinois, ("Board") will conduct an examination for the purpose of providing an Eligibility Register of the persons qualified to be appointed to the office of patrol officer for the Police Department of the Village of Burnham, Cook County, Illinois.

An application packet containing an application form and additional information is now available and may be obtained by the applicant only thru **Resource Management Associates** at www.theblueline.com. Resource Management Associates is located at 17730-A Oak Park Avenue, Tinley Park, Illinois 60477, (708) 444-2326, from 9:00a.m. to 3:00p.m. Monday through Friday, inclusive.

To be eligible for appointment as a patrol officer, an applicant must meet the requirements established by state law and the Rules and Regulations of the Board of Fire and Police Commissioners of the Village of Burnham, Cook County, Illinois.

Completed applications together with the required documents set forth in the Instructions for Examination and included in the application packet must be filed no later than 3:00 p.m. on October 17th, 2025, with **Resource Management Associates**.

A mandatory orientation meeting will be held on Saturday, October 25th, 2025, at 8:30 a.m. at the Burnham Community Center, 14020 Torrence Avenue, Burnham, IL, 60633. All applicants must attend. Failure to attend the orientation will disqualify any applicant from any further consideration.

The type of examinations and sequence of testing are set forth in the Instructions for Examination which is part of the application packet.

The Village of Burnham is an equal opportunity Employer.

Dated this 4th day of September, 2025.

/S/ Roy

Hallman_____
Roy Hallman, Secretary of Board of Fire and
Police Commissioners of the Village of
Burnham, Cook County, Illinois

BURNHAM
BOARD OF FIRE AND POLICE COMMISSIONERS
14450 Manistee Avenue
Burnham, Illinois 60633

Chairman – Leon Duncan

Secretary - Roy Hallman

EMPLOYMENT AND PERSONAL INFORMATION RELEASE

To WHOM IT MAY CONCERN:

The undersigned hereby gives you permission, consents to, and authorizes the disclosure and release to the Village of Burnham, Cook County, Illinois, an Illinois Municipal Corporation, the Board of Fire and Police Commissioners of the Village of Burnham, Cook County, Illinois, the Police Department of the Village of Burnham, Illinois, and all officials and employees thereof, including but not limited to examining and copying, all of my employment history information, education information, financial information, credit history and status, military service information, criminal history record information and driver's license information through the Law Enforcement Agencies Data System (LEADS) and through the National Crime Information Center (NCIC), and other personal information pertaining to my reputation.

A dated and signed photocopy of this Employment and Personal Information

Release will have the same force and effect as an original.

Dated: _____ Signed: _____

Address: _____

Phone: _____

VILLAGE OF BURNHAM
PROBATIONARY POLICE OFFICER TESTING
RELEASE OF ALL LIABILITIES CERTIFICATE

The undersigned, for good and valuable considerations, hereby releases, remises and discharges the Village of Burnham, a municipal corporation, its officers, agents, and employees of and from any and all claims, demands, and liabilities to me and on account of any and all injuries, losses and damages, to my person that shall have been caused, or may, at any time, arise as a result of Village of Burnham Police Department tests conducted by the Board of Fire and Police Commissioners of said Village of Burnham, the intention hereof being to completely, absolutely, and finally release said Village of Burnham, and its officers, agents, and employees of and from any and all liability arising wholly or partially from the cause aforesaid.

Signature of Participant: _____

Witnessed by: _____

Date: _____

APPLICATION ATTACHMENT

Please answer the following additional questions, which are included as an integral part of your Police Officer application.

1. DRUGS. Are you currently using any controlled substance or marijuana contrary to law?
() Yes () No If yes, explain:

2. Have you ever possessed or used any controlled substance or marijuana contrary to law?
() Yes () No If yes, explain:

AUTHENTICATION SECTION

STATE OF _____ SS:

COUNTY OF _____, being first duly sworn, upon his/her oath, states that he/she has signed the foregoing POLICE OFFICER APPLICATION; that there are no willful misrepresentations, or falsifications contained therein; and that all of my answers contained therein are true and correct to the best of my knowledge and belief.

(Signature of Applicant)

SUBSCRIBED and SWORN to before me this _____ day of _____, 20_____.

NOTARY PUBLIC

My Commission expires:

VILLAGE OF BURNHAM
POLICE OFFICER APPLICATIONS
ELEMENTS OF THE SELECTION PROCESS

1. **Mandatory Orientation** – This mandatory orientation will be held on Saturday, October 25th, 2025, at 8:30 a.m. prior to the written examination. No one will be allowed after 8:30 a.m. Candidate check-in will commence at 8:00 a.m.
2. **Written Examination** – The written exam is scored on-site. A minimum score of 70.00% is required to continue in this testing process.
3. **Oral Examination** - Applicants who have successfully passed the written examination will be scheduled to take the oral examination. If you pass the written exam, you will be given a date and time.
4. **Eligibility List** - The Board of Fire and Police Commissioners will post an eligibility list with an expiration date as a result of the selection process. Only those persons named on this list will be considered for appointment as Probationary Police Officer.

Additional elements of the testing process are listed below and you are notified that sensitive or confidential aspects of your personal life may be explored prior to any appointment as a Probationary Police Officer. Candidates will be notified of the date and time of these examinations. The results of all examinations are retained by the Commission and are stored in a secure area. Access is restricted to only those persons entitled to view these records.

5. **Polygraph Examination** - You will be required to submit to a polygraph examination for detection of deception with test questions from the following areas:
 - Work History
 - Honesty
 - Criminal History
 - Use of Force History
 - Alcohol/Drug History
 - Driving Record

A trained and licensed individual will conduct the polygraph examination. No fees will be charged to you. The polygraph examination is not used as a single determinant of employment status. Admissions made during the conduct of the polygraph examination may result in the rejection of an applicant.

6. **Psychological Examination** - You will be required to submit to a psychological examination by a trained and licensed individual for emotional stability and psychological fitness. No fees will be charged to you.
7. **Medical Examination** - You will be required to submit to a medical examination by a medical doctor licensed to practice medicine to certify general health. No fees will be charged to you.

8. **Background Investigation** - Criminal investigators of the Burnham Police Department trained in background investigations will conduct a background investigation. This background investigation routinely involves interviews with families and neighbors and will include but is not limited to:
- Verification of qualifying credentials
 - Review of any criminal history
 - Verification of personal references
9. **Duration of the Selection Process** - Any applicant that is determined to be ineligible for appointment will be notified in writing within 30 days of such decision.
- The duration of the selection process in elements listed one through four is usually completed within 90 days. You will be notified when and where to appear to submit to a polygraph, psychological, and medical examination and when a background investigation is begun. These elements are performed when you are being considered for an appointment as a Probationary Police Officer due to the staffing needs of the Burnham Police Department.
10. **Re-Application** - There is no limit to the number of times you can apply for participation in the selection process of Probationary Police Officer. You may re-apply for any subsequent selection process announced by the Board of Fire and Police Commissioners.

NOTICE

This document provides a listing of the elements of the selection process and is meant only for use as a general overview to help explain the testing and selection process. The Rules and Regulations of the Village of Burnham Board of Fire and Police Commissioners solely apply to the selection process.

APPLICATION CHECKLIST

This is a checklist to use to ensure you have provided the **Village of Burnham** all necessary documents. To help expedite the application review process, please have all documentation in the order listed on this checklist.

YOUR APPLICATION WILL NOT BE PROCESSED IF ANY OF THE FOLLOWING IS MISSING OR INCOMPLETE. THERE WILL BE NO EXCEPTIONS.

- ☐ Completed application (with notarized affidavit)
- ☐ Completed Employment and Personal Information Release Certificate
- ☐ Completed Release of Liability Certificate. (This form must be completed and signed by yourself and one witness.)
- ☐ Completed Application Attachment (notarized)
- ☐ A copy of the P.O.W.E.R. Test card stating that you completed the test within a year of the application deadline of September 17th, 2025.
- ☐ Copy of birth certificate
- ☐ Copy of current driver's license (if driving on a citation, please provide a copy of the citation with another form of photo identification)
- ☐ Copy of high school diploma or equivalent or college degree(s)
- ☐ A copy of your Social Security Card