

VILLAGE OF SOUTH HOLLAND POLICE DEPARTMENT



Lateral Police Application Packet

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LATERAL POLICE OFFICER TESTING INFORMATION

Thank you for your interest in joining the South Holland Police Department. If you are successful, you will become a member of one of the premier police departments in the Chicago Southland Region. We pride ourselves in our professionalism and service to our community, and expect the absolute best from our officers.

Provided in this packet are the requirements for becoming a South Holland Police Officer and the testing process. Please be aware that if you do not have, or cannot provide the required documents, you will not be allowed to move forward in the process and will be disqualified. There is a \$20.00 application fee required at the time of submitting your lateral application.

Starting annual pay for a lateral hire for the fiscal year 2020-2021 is \$72,696.

The address for returning applications is: Village of South Holland
Attention: Bridget DiSanto
16226 Wausau Avenue
South Holland, IL 60473

If you are submitting your application by mail, your mailed application must be accompanied by the \$20.00 application fee in the form of a money order only, **no personal checks or cash will be accepted for mailed applications**. Money orders for mailed applications can be made out to The Village of South Holland.

Cash or cashier's check are acceptable forms of payment if submitting your application in person.

Faxed and emailed applications will not be accepted.

REQUIRMENTS

- A. Must be a United States Citizen
- B. Must be between the ages of 24 and 43
- C. 30 credit hours of College from an accredited university
- D. Must be able to provide validated evidence of successful completion and certification from an approved police academy
- E. Must have fulfilled the requirements of a certified police academy and have been employed as a municipal, county, university, or State Law Enforcement Officer for at least two (2) years in another Law Enforcement agency (at the time of application) and be in good standing
- F. Must have satisfactory performance ratings on annual evaluations for the past 2 years, up to 5 years if applicable
- G. Possess a valid driver's license
- H. 20/70 binocular vision correctable to 20/20 and not be color blind
- I. Be of high moral standards and display personal integrity and habits based upon the Village's values and standards
- J. Be free of any felony convictions, or misdemeanor criminal convictions as specified in 65 ILCS 5/10-1-7 of the Illinois Revised Statutes
- K. Must speak, read and write the English language fluently
- L. Must be able to fully disclose all personnel matters including any agreements and any sealed files
- M. Must be able to comply with contractually agreed upon residency requirements
- N. Must be able to successfully pass the probationary period
- O. Must provide copies of birth certificate, high school diploma or GED, military service record and discharge papers, social security card, valid driver's license, background release and resume

MANDATORY DOCUMENTS TO INCLUDE WITH APPLICATION

You must include the following documents with your completed and properly filled out application:

- Copy of certification of completion from an approved police academy
- Copy of valid driver's license
- Resume
- Completed acknowledgement of residency requirements
- Completed authorization to conduct background check

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- Completed training reimbursement acknowledgment
- Money order for application fee (if mailing your application package)

TESTING PROCESS

An application deadline will be established on an as needed basis and all applications received up to that date will be considered. Applicants who meet the standard requirements will be contacted to schedule a first oral interview with members of the Administration and Command staff.

Applicants must score at least a 70% on the first oral interview in order to qualify to move on in the testing process. The first oral interview will make up 50% of the cumulative final score for applicants who qualify to proceed past the first oral interview.

The second step in the testing process will consist of an ergometric test and will only be offered to qualifying applicants who received a score of 70% or higher on the first oral interview.

The test is multiple choice and scenario based in nature and includes a timed writing component. Applicants will be tasked with writing a basic police report upon being presented with certain facts. The test will be sent to an independent assessor for scoring. The score from the ergometric test will make up 20% of the overall final score and the writing portion of the test makes up 5% of the cumulative final score.

Lastly, qualified applicants will have a second interview as the last and final step of the testing process. The second interview will make up 25% of the applicants cumulative final score.

Applicants must score a minimum cumulative score of 70% or higher to be placed on the eligibility list. You will be notified of the results of your interview and your placement on the list.

HIRING PROCESS

When there is an opening, the top candidate on the established eligibility list will be contacted and be required to take and successfully pass an in depth background examination. Once this is successfully completed, the candidate will have to successfully pass psychological and polygraph examinations. If the candidate is successful in passing the psychological and polygraph exams, they will be given a conditional offer of employment and after accepting, will be sent for a final medical examination.

If a candidate has an approved out of state certification from a police academy, they may be required to attend, complete and pass specialized courses by the Illinois Training and Standards Board to obtain the Illinois Peace Officer Certification.

Applicants are required to notify the Personnel Relations Coordinator in writing of any changes to his or her address and/or phone number. Failure to do so may result in the inability to contact you to move forward in the testing and/or hiring process and will result in you being removed from the eligibility list. Telephone calls of changes will not be accepted.

Send changes in writing to: Village of South Holland
Attention: Bridget DiSanto
16226 Wausau Avenue
South Holland, IL 60473

ARTICLE XIV RESIDENCY

All employees must reside within a twenty-mile radius of South Holland's Village Hall or a municipality whose border is touched by the twenty-mile radius, within one (1) year of employment. All employees on the payroll as of the signing of this agreement will use their date-of-hire as the starting point for residency requirements.

For purposes of this residency requirement, residency means establishing a permanent address. That address must be the one at which an employee is registered to vote and receives mail. The address must be the one that appears on the employee's driver's license, car registration and tax forms. Residency requires that an employee actually live at that address, keep his or her personal belongings at that address, and generally spend considerably more of his or her non-work time at that address than at any other address. In the event of any possible dispute concerning an employee's residence, the Village may also take into consideration additional factors, including but not limited to where the employee's family resides and where the employee sleeps, to determine whether the employee's actions manifest an intent to reside within or outside the required distance from South Holland's Village Hall.

NOTE: Please complete the separate residency acknowledgement and return with your completed and properly filled out application.

TRAINING REIMBURSEMENT

WHEREAS, the Village makes a substantial investment in terms of time and money in providing for the training of lateral hired Officers to the Police Department; and

WHEREAS, the Village is entitled to expect a reasonable return on such investment, in terms of the commitment and devotion to duty of the prospective Officer; and

WHEREAS, it has become more prevalent, for Officers to leave the Police Department and community which has provided for their training and equipment prior to a reasonable commitment of time.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The Officer agrees to participate in training, which may consist of any or all of the following:

- (a) Attendance at a state certified academy (currently through the Illinois Training and Standards Board) for the mandated number of weeks; and
- (b) In-house training (on the job training).

The Officer further agrees to successfully complete such training and obtain the necessary and appropriate certification. The Officer then agrees to serve as a Probationary Patrolman, and subsequently, as a Police Officer in the Village in any duty assignment prescribed. Said Officer does further agree to devote full-time to the training and subsequent service and to perform all assignments in a satisfactory manner.

2. The Village agrees to make available to the Officer the law enforcement training set forth above, and to be responsible for and pay for all related expenses in connection therewith, including equipment and salaries on the premises while the Officer is in training, if required, and further, to provide in-house training for the Officer during those periods of time that said Officer is employed with the Village, but not attending the training academy.

3. Inasmuch as the cost and expenses related to the training and equipping of the Officer are difficult to ascertain with any degree of certainty, due to the continual change and increase in expenses, so that the cost of a breach of this Agreement by the Officer would be difficult to assess, said Officer agrees to pay the Village the sum of:

With less than 12 months of service:

\$2,000.00;

Over 12 months of service and less than 24 months of service:

\$1,000.00;

Over 24 months of service and less than 36 months of service:

\$500.00

not as a penalty, but as agreed upon liquidated damages, in the event that said Officer terminates said employment with the Village during training or within the first 36 months subsequent to taking the oath of office.

4. In no event shall liquidated damages, as set forth above, be assessed if the Officer fails to satisfactorily complete the Police Academy, or terminates his or her employment during the first 36 months, due to disabling illness or injury, verified by a physician of the Village's choice.

5. The exceptions as set forth in paragraph 4 above shall not apply in the event that there is substantial evidence that the Officer has been dismissed as a result of misrepresenting his or her basic qualifications for employment, or has caused his or her dismissal, failure, illness or injury in an attempt to avoid payment of liquidated damages set forth above.

6. Said Officer acknowledged that he or she meets the basic qualifications for employment as set forth below:

- A. Must be a United States Citizen
- B. Must be between the ages of 24 and 45
- C. 30 credit hours of College from an accredited university
- D. Must be able to provide validated evidence of successful completion and certification from an approved police academy
- E. Must have fulfilled the requirements of a certified police academy and have been employed as a municipal, county, university, or State Law Enforcement Officer for at least two (2) years in another Law Enforcement agency (at the time of application) and be in good standing
- F. Must have satisfactory performance ratings on annual evaluations for the past 2 years, up to 5 years if applicable
- G. Possess a valid driver's license
- H. 20/70 binocular vision correctable to 20/20 and not be color blind
- I. Be of high moral standards and display personal integrity and habits based upon the Village's values and standards
- J. Be free of any felony convictions, or misdemeanor criminal convictions as specified in 65 ILCS 5/10-1-7 of the Illinois Revised Statutes
- K. Must speak, read and write the English language fluently
- L. Must be able to fully disclose all personnel matters including any agreements and any sealed files
- M. Must be able to comply with contractually agreed upon residency requirements
- N. Must be able to successfully pass the probationary period
- O. Must provide copies of birth certificate, high school diploma or GED, military service record and discharge papers, social security card, valid driver's license, background release and resume

7. Said Officer also states that the information placed on his or her formal application and given to personnel conducting any background investigation is accurate and complete to the best of his or her knowledge and belief.

8. In the event that the Officer is called to active military duty, or has his or her probationary period extended

for any reason whatsoever, or is granted a leave of absence during any period of time contemplated by this Agreement, the period of said Agreement shall be extended accordingly.

9. This Agreement shall become effective upon Officer's official starting date and shall remain in full force and effect for 36 months following administration of the oath of office, unless extended as provided in paragraph 8 above.

10. This Agreement is to be construed in accordance with the laws of the State of Illinois, and embodies the entire agreement between the parties hereto, and each party acknowledges that there are no inducements, promises, terms, conditions or obligations made or entered into other than those contained herein.

NOTE: Please complete the separate training reimbursement acknowledgement and return with your completed and properly filled out application.