



The Village of
Glenview

VILLAGE OF GLENVIEW, ILLINOIS RECRUITMENT PROFILE

Police Officer THE GLENVIEW COMMUNITY



The Village of Glenview was incorporated in 1899 as a farming community with a population of 315. The Village has steadily grown over the years and has a current population of approximately 45,417. Glenview is located in the suburban Chicago area within Cook County.

The 1.5 square mile site of the former Glenview Naval Air Station, which the U.S. Navy ceded to Glenview in 1995, was redeveloped into, “the Glen,” and includes a mix of residential, retail, office, light industrial, and sports, leisure, and entertainment uses.

The Glenview School District, Illinois District 34, serves the Glenview area and educates approximately 4,200 students in three primary schools (grades K-2), three intermediate schools (grades 3-5), and two middle schools (grades 6-8). Four of the District’s eight schools are National Blue Ribbon Award winners, the highest honor a school can earn. Glenbrook South High School, Illinois District 225, serves most of the Village of Glenview and has approximately 2,600 students.

The Village of Glenview maintains a number of parks and natural spaces; these include Air Station Prairie, Gallery Park, and Lake Glenview. In addition, the independent Glenview Park District provides a variety of activities and maintains over 700 acres of parkland and school grounds. Park District facilities include two golf courses, two outdoor swimming pools, an ice center, a community center with a fitness club and pool, and a senior citizen center. The Park District also maintains the Grove National Historic Landmark.

More information about the Village of Glenview is available at the Village of Glenview website at www.glenview.il.us



The Village of Glenview

VILLAGE OF GLENVIEW, ILLINOIS POSITION ANNOUNCEMENT Police Officer

The Village of Glenview, Illinois (population 45,417) is seeking candidates for the position of full-time Police Officer.



JOB SUMMARY: Police Officers conduct preventive patrol and general policing functions to protect the health, safety, and welfare of lives and property within the Village. Officers provide initial response to emergency and non-emergency service requests, investigate complaints, document investigation findings, enforce laws and ordinances, complete reports, and provide a wide range of public service activities. Officers may also be assigned special projects on an on-going or short term basis, and are required to draw upon extensive training and procedural guidelines, mandates,

and laws governing their response and conduct when determining the appropriate action to take in a particular situation. Performs other related duties, as assigned. Patrol Officers are assigned to a specific shift and report directly to their assigned Sergeant and Commander.

JOB DUTIES: Performs preventative patrols (i.e. via foot, patrol cars, bicycle, and/or motorcycle) and other crime prevention duties in the Village in order to enforce all laws and regulations, provide security, and detect violators. Performs traffic law enforcement, and establishes effective working relationships with community stakeholders, federal/state/local authorities, other Village Departments, and Village officials. Responds to complaints, accidents, disturbances and/or any requests for police response, assesses situations quickly and objectively, and determines most appropriate response in order to prevent potentially dangerous or violent situations from occurring or continuing. Assists fire department on fire and medical calls. Investigates any reported crimes by gathering, securing and documenting evidence, interviewing witnesses, recording and submitting pertinent information. Conducts surveillance when required. Maintains records of activities and prepares reports to provide information to investigators and/or prosecutors or any stakeholder that may require use of that information; submits timely reports for supervisor's review; and testifies in court proceedings to present evidence and to give personal account of incident/crime. Conducts arrests of persons violating the law including physically detaining persons according to established guidelines and procedures. Responds to emergency situations and begins to administer basic first aid to injured persons as necessary. Performs various other tasks to assist other emergency personnel such as crowd control, directing traffic, and other duties as assigned.

MINIMUM QUALIFICATIONS: Applicants for the position of Police Officer must meet the following minimum qualifications and requirements at the time of application:

- Must be between 21 years of age and under the age of 35 as of the respective testing date AND at such time as the Final Eligibility List is posted (exceptions for active military personnel and previous police experience per 65 ICLS 5/10-2.1-6)
- High school diploma or equivalent high school education
- Good moral character and possess temperate habits
- Be of sound mind and health and physically able to perform the essential functions of Police Officer.
- Must be a resident of, and legally authorized to work in the U.S.
- Certification of having passed the Peace Officer Wellness Evaluation Report (POWER) test through a certified testing agency – POWER test card must be issued within the 6 months prior to the written examination (valid if issued between 04/27/2020 to 9/27/2020). Power test cards may be obtained through the following agencies:
 - NIPSTA – 2300 Patriot Blvd. Glenview IL – www.nipsta.org or 847-998-8090
 - Triton College – 2000 Fifth Ave. River Grove, IL – <http://www.triton.edu/power/> or 708-456-0300 x3326
 - Joliet Junior College – 1215 Houbolt Rd. Joliet, IL – Contact Janet Graham at 815-280-2674 or jgraham@jjc.edu
- Valid Driver's License
- Must be able to communicate fluently in English (including reading, speaking and comprehension).
- Valid Illinois Firearms Owner Identification (FOID) prior to receiving a conditional offer of employment.

PREFERENCE POINTS: Preference points will be awarded for the following:

- **Military:** 5 Points – Minimum of one (1) year of active duty and who were honorably discharged, or who are now or have been members on inactive or reserve duty (65 ILCS 5/10-2.1-8).

SELECTION PROCESS: The examination and selection process shall be so fashioned as to test fairly the capacity and fitness of the person examined to discharge the duties of the position of Police Officer. Applicants may be recommended to be removed from the process following any of the examination components. The Board of Fire and Police Commissioners will select from among the applicants successfully completing all examination components.

- **Examination:** The initial examination process will consist of a traditional police officer examination, which will assess job-related cognitive abilities, personality characteristics and behavioral traits. You do not need to have any law enforcement experience, training or knowledge to successfully complete the examination. The written exam will be conducted on **Saturday, September 26, 2020 and Sunday, September 27, 2020**. Exact dates/times for the exam will be dependent on the number of candidates who apply and the governor's order on restrictions at that time. Please keep your calendar clear all day on both dates. The written exam takes approximately 3.5 hours to complete.

Top examination qualifiers will be subjected to the following post-examination components:

- **Background Investigation:** Independent investigation of the applicant's moral character, personality, temperament, and other factors which may bear upon the applicant's fitness for the position of Police Officer. Independent investigation of work experience and merit in past performance of similar work. The background investigation will require the applicant to come into the Police Department to be interviewed, fingerprinted and photographed. Note: Inability to contact current employer will result in an incomplete background investigation.

- **Polygraph Examination:** The polygraph exam is used as an investigative aid in determining the suitability of an applicant. Questions raised during the polygraph will focus on past work history, criminal history, honest, integrity and substance abuse.
- **Pre-Employment Assessment Center:** Tests of practical abilities measuring the applicant's ability to perform the tasks associated with performing the essential job functions of Police Officer.
- **Oral Interview with Board of Fire and Police Commissioners:** Candidates who successfully complete all the foregoing phases will be scheduled for an interview with the Board of Fire and Police Commissioners. Notification of the oral interview will be sent via e-mail to the e-mail indicated on the application.

PRE-EMPLOYMENT PROCESS:

All applicants receiving a conditional offer of employment shall undergo a medical physical, including a drug screen, and a psychological examination to determine if they can perform the essential functions of a Police Officer with or without reasonable accommodation.

For more information on the application and selection process, please see the Board of Police and Fire Commissioners' Rules and Regulations on the Village's website under Boards & Commissions/Board of Police & Fire Commissioners (available at the link below)

https://www.glenview.il.us/government/Pages/Board_of_Fire_Police.aspx

HOW TO APPLY

Visit iosolutions.com to complete the online application for the position of Police Officer for a \$30 non-refundable fee. **THE DEADLINE FOR THE ONLINE APPLICATION IS THURSDAY, AUGUST 27, 2020 AT 4:00 PM.** When you have finished the application, you will receive a confirmation number. Save this number for your records. Applicants may mail/ship or hand-deliver their release form, and required documents to: **IOS Recruitment, Attn: Glenview PD, 1520 Kensington Rd., Ste. 110, Oak Brook, IL 60523.** Applications that fail to comply with all application instructions will not be considered for advancement. Incomplete applications will not be considered. Please contact IOS Recruitment at recruitment@iosolutions.com with questions regarding the application or required documents **BEFORE** the application deadline.

The Village of Glenview is a committed Equal Employment Opportunity Employer.

POLICE OFFICER COMPENSATION

SALARY: The starting annual base salary for this position is \$76,921 with a competitive benefit package. All positions will be filled at step 1, regardless of years of experience. The position is non-exempt under FLSA.

PENSION: Eligible for participation in the Village of Glenview Police Pension.

ICMA – RC: Eligible for participation in the Village of Glenview 457 and Roth IRA plans.

HEALTH INSURANCE: Eligible for participation in Blue Cross Blue Shield HMO-BA, HMO-IL or PPO health insurance plans. Employees contribute 15% of the premium for the HMO-IL and PPO plans.

HEALTH INSURANCE OPT OUT INCENTIVE: Eligible for cash incentive if eligible employee and/ or dependents decline health coverage.

DENTAL INSURANCE: Eligible for participation in MetLife PPO.

FLEXIBLE SPENDING ACCOUNT: Eligible for participation in the Section 125 Flex Spending program that allows the use of pre-tax dollars for qualifying expenses.

LONGEVITY: Police Officers are eligible for longevity pay after 6 years of service with the Glenview Police Department.

ACCRUED LEAVE: Accrued leave is prorated for the calendar year, depending on actual start date.

- 80 hours of vacation pursuant to vacation usage and buy back policy
- 96 hours of holiday eligible to be used as time off or as cash
- 8 hours of sick leave per month is accrued
- 24 hours of personal leave after 5 years of service with the Glenview Police Department
- Eligible for compensatory time

UNIFORMS: Initial uniforms are provided, and then an annual uniform allowance of \$750.00.

SHIFT ASSIGNMENT: Shift selections are determined on an annual basis by seniority.

SHIFT DESCRIPTION: Officers assigned to the Patrol Division work 12 hours per day. All other Officers, including Detectives, work 8 hours per day, 40 hours per week. The Patrol Division consists of two shifts, 6 a.m. – 6 p.m. and 6 p.m. to 6 a.m. Each shift is divided into two squads, which alternate days off. The Patrol Division also has early and late car assignments. All Police Officers will work holidays, nights and weekends as required.

PROBATIONARY PERIOD: Officers are on probation for 1 year subsequent to their completion of the Field Training Officer Program.

