



The Village of Glenview

VILLAGE OF GLENVIEW, ILLINOIS RECRUITMENT PROFILE

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.

GLENVIEW POLICE DEPARTMENT

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 Pre-Certified Police Officer



The Village of Glenview, Illinois (population 45,417) is seeking candidates for the position of full-time Pre-Certified 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 pre-certified appointment to the position of Police Officer must meet the following minimum qualifications and requirements at the time of application:

- Resident of, and legally authorized to work, in the United States
- High school diploma or equivalent high school education
- Must be at least 21 years of age and under the age of 35 years. The foregoing age 35 limitation shall not apply in the case of any person having previous employment status as:
 - A police officer in a regularly constituted police department of any municipality, regardless of whether the municipality is located in Illinois or in another state, or
 - An auxiliary police officer under Section 3.1-30-20 of the Illinois Municipal Code (65 ILCS 5/3.1-30-20) for at least 5 years and is under 40 years of age, or
 - A deputy under Section 3-6008 of the Illinois Counties Code (55 ILCS 5/3-6008) who otherwise meets necessary training requirements, or
 - A sworn officer with the Illinois Department of State Police or
 - A veteran shall be allowed to exceed the maximum age provision of this section by the number of years served on active military duty, but by no more than 10 years of active military duty.
- Valid full-time certification as a Police Officer from the Illinois Law Enforcement Training and Standards Board.
- Prior law enforcement experience within the two years immediately prior to submission of application.
- Prior law enforcement experience must include job duties that are similar to those of a Glenview Police Officer.
- Official letter from most recent law enforcement employer stating that you have passed the Field Training Program.
- Valid Driver's License
- Valid Illinois Firearms Owner Identification (FOID) card by time of hire

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.

Applicants selected to continue in the selection process will be subjected to the following examination components:

- **Peace Officer Wellness Evaluation Report (POWER Card)** within the previous 12 months, submitted with application material or presented at the SBSA. See www.nipsta.org for testing dates.
- **Situational Based Styles Assessment (SBSA):** This exam will be conducted on **Saturday March 25, 2017 at Glenbrook South High School, 4000 West Lake Avenue, Glenview, IL.** You are required to arrive at the testing location no later than 2:45 p.m. to sign-in. Doors will open for sign-in at 2:30 p.m. and the testing will begin promptly at 3:00 p.m. The exam will take approximately 45 minutes.
- **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.
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- **Polygraph Examination:** No applicant shall be disqualified solely on the basis of polygraph chart evaluations.
- **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**

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.

HOW TO APPLY

Purchase application for a \$25 non-refundable fee at <http://recruitment.iosolutions.org>. The candidates with the highest scores on the SBSA will be considered for advancement in the selection process. Submit resume, and completed application with all requested subsequent documentation by **2:00 p.m. February 24, 2017.** Applicants **may mail/ship or hand-deliver their application, release form, and required documents to: IOS Recruitment, Attn: Glenview PD, 1127 S. Mannheim Rd., Ste. 203, Westchester, IL 60154.** 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 an Equal Employment Opportunity Employer Committed.**

POLICE OFFICER COMPENSATION

PENSION: Eligible for participation in the Village of Glenview Police Pension. Candidates who have not participated in a downstate pension system, will be considered for Tier 2 benefits. Candidates who are interested in transferring existing pension service credit are strongly encouraged to thoroughly research their options for transferring service credit.

SALARY: The starting annual base salary for this position is \$65,601 (i.e. Step 1, effective 1/1/2017) with a competitive benefit package. All positions will be filled at step 1, tier 2, regardless of years of experience. The position is non-exempt under FLSA. For more information about the Tier 2 wage scale, see the collective bargaining agreement, page 33 found [here](#).

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 16% of the premium for the HMO-BA and HMO-IL and 20% for the PPO.

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

DENTAL INSURANCE: Eligible for participation in MetLife PPO or Dental Reimbursement Program.

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 Investigations and Traffic Divisions may work 10 hours per day, 40 hours per week. Officers assigned to the Patrol Division work 12 hours per day. All other Officers 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.