



Become a Village of Glenview Police Officer

The mission of the Glenview Police Department is to protect life and property, enforce state laws and local ordinances, and provide services and assistance to the residents and visitors of Glenview in a professional and courteous manner. It is also the responsibility of the Police Department to work cooperatively with other Village departments to support the goals of the Glenview Village Board of Trustees and enhance the quality of life within the community.

The Police Department has three operational divisions – Patrol, Traffic and Investigations – which are supported by the department's Support Services Division.

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. Officers perform 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:

- ★ Resident of and legally authorized to work in the United States
- ★ Between 21 and 35 years of age (exceptions for active military personnel and previous police experience per 65 ILCS 5/10-2.1-6). Must be under the age of 35 at the time the eligibility list is finalized and posted.
- ★ High school diploma or equivalent high school education.
- ★ Good moral character and temperate habits.
- ★ Be of sound mind and health and physically able to perform the essential functions of Police Officer.
- ★ Valid Driver's License
- ★ Valid Illinois Firearms Owner Identification (FOID) card by time of hire
- ★ Certification of having passed the Peace Officer Wellness Evaluation Report (POWER) test through a certified testing agency. POWER card must be issued within 12 months prior to the written examination. POWER cards may be obtained through the following agencies:
 - ◆ NIPSTA – 2300 Patriot Boulevard, Glenview IL – www.nipsta.org or (847) 998-8090
 - ◆ Triton College – 2000 Fifth Avenue, River Grove, IL – <http://www.triton.edu/power> or (708) 456-0300 x3326
 - ◆ Joliet Junior College– 1215 Houbolt Road, Joliet, IL – Contact Janet Graham at (815) 280-2674

PREFERENCE POINTS

Five (5) preference points will be awarded for a minimum of one (1) year of full-time active military service in any branch of the U.S. military **and**

- ★ with honorable discharge **or**
- ★ are now or may hereafter be on inactive or reserve duty (65 ILCS 5/10-2.1-8).

SELECTION PROCESS

The examination and selection process is designed to test fairly the capacity and fitness of the person examined to discharge the duties of the position of Police Officer. The Board of Fire and Police Commissioners (BFPC) will select from among the applicants successfully completing all examination components.

- ★ Examination: You do not need to have any law enforcement experience, training or knowledge to successfully complete the examination.
- ★ Oral interview: The top examination qualifiers will be invited to an oral interview with BFPC.



The top scoring qualifiers will be subjected to additional post-examination components, including a background investigation (including polygraph), assessment center, and interview with the BFPC.

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.

Visit the Village of Glenview Police Department web page to provide your contact information to be notified of when the application period opens: <http://www.glenview.il.us/government/Pages/Police-Department.aspx>

POLICE OFFICER COMPENSATION SALARY

The starting annual base salary for this position is \$67,569 (i.e. step 1, effective 1/1/2018) 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. For more information, see the collective bargaining agreement on the Village's website.

FRINGE BENEFITS

The competitive benefit package includes participation in the Glenview Police Pension, employee-funded retirement programs, health insurance, dental and vision insurance.

ACCRUED LEAVE

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

- ◆ 80 hours of vacation
- ◆ 96 hours of holiday
- ◆ 8 hours of sick leave accrued per month



SHIFT DESCRIPTION

Shift selections are determined on an annual basis by seniority. Officers assigned to the Patrol Division work 12 hours per day and are assigned to one of two shifts: 6 a.m. to 6 p.m. or 6 p.m. to 6 a.m. Each shift is divided into two squads, which alternate days off. All Police Officers will work holidays, nights and weekends as required.



For more information

Village of Glenview
Human Resources
2500 East Lake Avenue
Glenview, IL 60026
(847) 904-4474 or
miozzo@glenview.il.us

<http://glenview.il.us/government/Pages/Police-Recruitment.aspx>