

**Lincolnshire Police Department
2017 Police Officer Selection
Information Packet**

Key Dates:

January 6, 2017 Application Deadline 4:00 pm

January 14, 2017 Written Examination
9:00 am

Stevenson High School
1 Stevenson Drive
Lincolnshire, Illinois, 60069
Room 2104

January 16-20, 2017 Applicant Oral Interview Dates (Applicants who pass the
Written Examination will be notified of the time and date of
the Oral Interview immediately following the Written
Examination.)

March 6-10, 2017 Medical testing

April 3, 2017 First day of Recruit Training

Attachments Included:

**Testing Process Overview
Applicant Checklist
Applicant Screening Application
College Transcripts Agreement
Notice of Testing Process Information Form**

Lincolnshire Police Department Police Officer Testing Process Overview

Agency Profile

The Village of Lincolnshire is located approximately 29 miles north of downtown Chicago. The current population is approximately 7,275 and is projected to be 8,500 by the year 2020. The Village covers an area of roughly 4.5 square miles and has over 38 miles of highways, roads and streets.

The Village of Lincolnshire is an upscale community characterized by higher than average household earnings, highly educated residents and a diverse population encompassing all ages, occupations and incomes. A growing population of middle to high income households lives within a three mile radius of the Village. Lincolnshire has a strong and dynamic economic base. It is home to the Lincolnshire Corporate Center, Aon-Hewitt Associates, Marriott's Lincolnshire Resort, the Lincolnshire Business Center consisting of the Commons and City Park Shopping Centers, Millbrook Office Park and the Tri-State Office Park. Several upscale restaurants, retail establishments and hotels are also located within the Village.

The Department

The Lincolnshire Police Department currently consists of 24 sworn officers and 4 non-sworn employees. The non-sworn members include 2 Community Service Officers, 1 Records Clerk, and an Administrative Assistant. Core services provided by the Department include uniformed patrol operations, traffic enforcement, traffic crash investigation, criminal investigations, and youth services. The Department provides a full-time School Resource Officer to Stevenson High School and a patrol officer serves as the liaison to all three community grade schools. In addition, the Police Department assigns officers to several specialized multi-jurisdictional units including, the Lake County Major Crimes Task Force, the Lake County Major Crash Assistance Team, and the Northern Illinois Police Alarm System Emergency Services Team and Mobile Field Force. The Lincolnshire Police Department is also a member of the Northeastern Illinois Regional Crime Laboratory and the Illinois Law Enforcement Alarm System.

The starting salary for Police Officer is \$66,216. The Village offers an excellent benefit program as well as contributing to the Illinois Downstate Police Pension and a comprehensive health, dental and vision program.

Eligibility Requirements

To be considered for employment, candidates must meet the following requirements:

- U.S. citizen
- 21 years of age to under 35 years of age by date of application
- Valid driver's license
- Must have obtained a Bachelor's degree by June, 2017. Some colleges/universities allow police academy training to fulfill graduation

requirements. Completion of academy training sponsored by the Lincolnshire Police Department may satisfy this requirement. Contact the Lincolnshire Police Department if you have any questions regarding this.

- Valid Illinois Firearms Owners 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 test card must be issued within **one year prior** to the written examination (valid if issued between 1/13/16 to 1/14/17). POWER test cards may be obtained through the following agencies:
 - NIPSTA – Glenview, IL – www.nipsta.org or (847) 998-8090
 - Triton College – River Grove, IL - <http://www.triton.edu/power/>
 - Joliet Junior College – Joliet, IL - Contact Janet Graham at (815) 280-2674 orjgraham@jjc.edu
- Lincolnshire employees are prohibited from having visible tattoos, intentional branding and/or scarring and may not be covered with bandages, make-up or additional clothing while wearing short-sleeved uniform.

Applications

Applicants may submit completed application packets by any of the following manners:

- mailed to the Lincolnshire Police Department, One Olde Half Day Road, Lincolnshire, Illinois 60069 or
- dropped off at the Lincolnshire Police Department, One Olde Half Day Road, Lincolnshire, Illinois 60069 or
- emailed to policetest@lincolnshireil.gov

Applications will be available from Monday, December 5, 2016 to Friday, January 6, 2017. All applications and required documents must be received prior to **4:00 p.m. on Friday, January 6, 2017**. Applicants are responsible for ensuring the completeness and accuracy of all documentation.

Testing and Assessment Process

The initial testing process will consist of a written examination that assesses cognitive ability and behavioral characteristics including a scenario-based skills assessment that is designed to assess job related skills. You do not need to have any law enforcement experience, training or knowledge to successfully complete these tests. An orientation will be provided immediately prior to the administration of the tests to provide further information regarding the testing process.

The written exam will be conducted on **Saturday, January 14, 2017** at Stevenson High School, Room 2104, 1 Stevenson Dr. Lincolnshire, IL 60069. You are required to arrive at the testing location **no later than 8:45 a.m.** to sign-in. Doors will open for sign-in at 8:00 a.m. and the orientation will begin promptly at 9:00 a.m.

Applicants who successfully pass the written exam will be issued a date and time for an oral interview. The date and time for the oral interview will be provided to the applicant

immediately after the written exam is completed and scored (Saturday, January 14, 2017).

Oral interviews will take place **the week of January 16-20**, the interview sessions will be held at the Lincolnshire Police Department, 1 Olde Half Day Road, Lincolnshire, IL.

Physical examinations will take place (for the applicants that are offered employment) **the week of March 13-17, 2017**.

Applicants who successfully pass the testing process must be able to attend initial training at the Police Training Institute (University of Illinois, Champaign, Illinois) beginning **Monday, April 3, 2017**.

Questions may be sent by email to policetest@lincolnshireil.gov

Lincolnshire Police Test Application Packet CHECKLIST

Name (Printed)

Email Address (Printed)

_____ Lincolnshire Police Officer Screening Application

_____ College Transcripts Agreement

_____ Copy of Birth Certificate. If born outside U.S., include copy of birth certificate translated in English and include naturalization documents.

_____ DD-214 copy (Military Personnel)

_____ "How did you hear about the Police Officer Test"

KEY POINTS TO REMEMBER:

All paperwork must be turned in by the application deadline date of January 6, 2017, by 4:00 p.m. **Bring your Driver's License to the written examination for identification purposes.**

If information is missing from the application, the applicant may be contacted via phone or e-mail. Otherwise, consider the application complete and approved for the written exam.

Please do not submit any information in addition to what is requested with the initial application.

Village of Lincolnshire Police Officer Screening Application

General Instructions: Clearly and distinctly answer every question. If a question does not apply to you, reply with N/A. **If the space provided is insufficient, please use the back page of the application and identify each continued response with the number and letter of the reference being completed.** All of the information contained in this application is subject to verification. Incomplete or inaccurate applications will be disqualified. Include copies of all requested documents.

1. APPLICANT				
Name: (Last, First, Middle)			Date of Application:	
Email Address:		Cell Phone Number:		
Street Address:		Home Phone Number:		
City:	State:	Zip:		
Driver's License Number:	Driver's License State:	Date of Birth:		
Illinois FOID Number:	Social Security Number:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		
2. EDUCATION				
A. List all high schools attended.				
Name of School	Location of School	Dates Attended	Highest Grade / Level Completed	
B. List all colleges, universities and trade schools attended.				
Name of School	Location of School	Dates Attended	Areas of Study	Degrees Received

**Village of Lincolnshire
Police Officer Screening Application**

3. EMPLOYMENT

A. Have you ever been discharged, asked to resign, furloughed or put on inactive status for cause, or subject to disciplinary action while in any position (except military)? If yes, state circumstance on back page of application.

Yes No

B. List all present and past employers for the past ten years, beginning with your most recent. Include all part-time, temporary or seasonal employment and periods of unemployment.

1. Name, Address and Phone # of Company and Type of Business		Description of your Duties:
From Date:	Job Title:	
To Date:	Supervisor:	
Salary:	Name of Co-Worker:	
2. Name, Address and Phone # of Company and Type of Business		Description of your Duties:
From Date:	Job Title:	
To Date:	Supervisor:	
Salary:	Name of Co-Worker:	
3. Name, Address and Phone # of Company and Type of Business		Description of your Duties:
From Date:	Job Title:	
To Date:	Supervisor:	
Salary:	Name of Co-Worker:	
4. Name, Address and Phone # of Company and Type of Business		Description of your Duties:
From Date:	Job Title:	
To Date:	Supervisor:	
Salary:	Name of Co-Worker:	

**Village of Lincolnshire
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4. MILITARY STATUS
A. Are you or were you ever a member of any branch of the United States military? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which branch of service?
If yes, what is your current status?
If yes, what are/were your dates of service?
B. Do you have an uncompleted military obligation? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain
5. U.S. SELECTIVE SERVICE (ALL MALES BETWEEN THE AGES OF 21-25 ONLY)
Selective Service Number:
To view or obtain your number, visit www.sss.gov

Copies of the following documents must be provided with the application: (photo copies will suffice)

- Birth Certificate
- DD-214 (if applicable)
- High School Transcript or GED test results
- College or Institution of Higher Learning Transcript
(applicants must have earned a Bachelor's Degree by deadline)
- Power Test Card

I certify that the entries made by me above are true, complete and correct to the best of my knowledge and that there are no misrepresentations, omissions or falsifications.

I further agree and consent in advance to being summarily disqualified from the hiring process if any of the above information contains misrepresentations or falsifications or if any material information has been omitted.

I hereby authorize my former employers to give any information regarding my employment with them, and, to furnish any other information they may have concerning me.

Signature of Applicant

Date

VILLAGE OF LINCOLNSHIRE

College Transcripts Agreement

I hereby agree to provide the Lincolnshire Police Department with an official transcript (not a reproduction) of my college academic records. Any fees incurred will be the responsibility of the police officer applicant.

A non-certified copy of the transcript may be attached to the application, but a certified copy must be submitted by date of the oral interviews.

Due to delays in processing at the schools, request your transcript immediately!

The certified transcript is to be submitted no later than January 20, 2017, to:

Sarah Maciareillo
Lincolnshire Police Department
One Olde Half Day Road
Lincolnshire, IL 60069

I have read the above and fully understand that it is my responsibility to provide the transcript for final consideration for appointment as a police officer on the Lincolnshire Police Department.

Signature

Name (Printed)

Date

HOW DID YOU HEAR ABOUT THE POLICE OFFICER TEST?

Name: _____
PLEASE PRINT

Please circle the advertising below that best describes how you found out about our opening for police officer:

- Theblueline.com
- Daily Herald
- Family / Friend / Neighbor / Business Associate
- Lincolnshire Website
- Community Posting
- ZipRecruiter.com
- Internet Posting: _____
(Name of website)
- College Career Fair / Job Posting: _____
(Name of college / university/website)
- Other: _____
(Please specify)