VILLAGE OF
LINCOLNSHIRE
POLICE DEPARTMENT

POLICE OFFICER APPLICATION

Application Process

Thank you for your interest in becoming a member of the Village of Lincolnshire team!

LATERAL CANDIDATE REQUIREMENTS

Lateral candidates must complete the submit the following information:

- ✓ Resume with cover letter
- ✓ Waiver and Release of Liability (located on page 6 of this packet)
- ✓ Three professional references with contact information
- ✓ Copy of your police officer state certification

ENTRY-LEVEL CANDIDATE REQUIREMENTS

The Lincolnshire Police Department requires a written exam for the position of entry-level police officer through the National Testing Network. For more information, please visit www.nationaltestingnetwork.com. In conjunction with completing the test with the National Testing Network, all entry-level candidates must complete and submit the following information:

- ✓ Resume with cover letter
- ✓ Waiver and Release of Liability (located on page 6 of this packet)
- ✓ Copy of your high school and/or college transcripts
- ✓ Copy of valid P.O.W.E.R. test card within the last year

P.O.W.E.R. test cards, for entry-level candidates, may be obtained through the following agencies:

- ✓ NIPSTA – Glenview, IL – www.nipsta.org or contact 847-998-8090
- ✓ Triton College – River Grove, IL - https://www.triton.edu/cja/#power. Contact 708-456-0300 ext. 3500 or email AskCE@triton.edu
- ✓ Joliet Junior College – Joliet, IL - C 815-280-2674
  or visit https://www.jjc.edu/about-jjc/facilities/power-testing

NOTE: Entry-level candidates must have all items submitted by May 29, 2026 in order to be considered for the August 2026 police academy.

All applicants must submit completed, required materials in *any* of the following manners:

- ✓ Mailed to or dropped off at the Lincolnshire Police Department
- ✓ Emailed to LPDhiring@lincolnshireil.gov
- ✓ Attach in the National Testing Network database (entry-level candidates only)

Completed application materials will be provided to the department's recruitment team for review. Each submission will be reviewed individually and on its own merits. Only submissions containing all the required documents will be considered.

Police Chief's Message

Dear Police Officer Candidate,

LPD – Loyalty. Pride. Dedication. These are more than mere words emblazoned on our patch. They embody the spirit of what it means to be a Lincolnshire Police Officer. We are loyal to the citizens, businesses, and visitors of Lincolnshire. We are proud and feel fortunate to serve in one of the premier communities in the country that supports the mission and values of the police department. We are dedicated to defending those principles found within the Constitution of the United States of America, the laws of the State of Illinois, and the charter of the Village of Lincolnshire.

This is one of the most challenging, yet rewarding, times to be a police officer.
Never have we had to prove our worth, more than we do today. The police profession needs people who know what's at stake and can rise to the challenge of this moment. The men and women of the Lincolnshire Police Department continue to work hard every day, regardless of the danger or the circumstances, to protect and defend those in Lincolnshire with honor. While there is no finish line in law enforcement, the rewards come every time you help someone. You will be touching individual lives daily, and the positive impact is something they will remember forever.

Police work is more than just a job—it is a calling.
Being a police officer carries a heavy burden and entering a career in law enforcement is unlike any other occupational field. A career in law enforcement is a lifelong commitment that requires more than just physical or tactical strength. To truly serve with honor and make a lasting impact, you must lead with empathy, integrity, and emotional resilience. The calls you answer won't always be about crimes; often, they will involve people at their most vulnerable moments—grief, fear, loss, and confusion. The way you listen, show compassion, and carry the weight of those moments will define your legacy far more than any single arrest.

This profession demands the ability to stay calm under pressure, to care without becoming hardened, and to find strength without losing your humanity. Officers who thrive over the long term are those who learn to process what they see, seek support when needed, and never forget why they chose this path. Selecting the right person to wear our badge is one of our most critical decisions. Earning the right to be a Lincolnshire Police Officer means earning the respect and trust of our citizens. We do not take this responsibility lightly.

Our selection process is unlike most. Instead of a traditional testing procedure, we take a more focused and individualized approach. First, all applications are screened to identify the strongest candidates to participate. Well-suited candidates will then be invited to our interview process, and upon successful completion of the interview, applicants will move forward to a ride along with a member of our hiring team while we begin the background process. A pool of qualifying candidates will then be selected for final interviews. Once a conditional job offer is made and accepted, applicants will undergo the last phases of the hiring process, which include psychological and medical/drug testing.

Our beliefs.
We believe in diversity. Every person has their own unique story and background. Only by blending these differences and talents together, can we achieve our maximum potential.

We believe in teamwork. Policing is both a singular and group effort. An officer must be able to operate individually and make sound decisions quickly that affect others. Yet, officers need to also work cooperatively, often in emergencies and under stress. This duality requires flexibility and the ability to adapt and accept the ambiguity of the unknown. The only way to successfully achieve this is to be able to rely on each other and be someone who can be relied upon. While each officer must be able to work independently, we know that together we are stronger.

We believe in our people. We are an organization that embraces innovation, ideas, and change. All Police Department employees are asked to look for ways to improve themselves, the Department, and the Village. Across the organization, several employee-driven committees have been formed to reinforce this idea. Whether you are the Chief of Police or the newest employee on the team, the best idea in the room wins.

We believe in the health and well-being of our officers. As a police department that truly values the health and wellbeing of its officers, we are proud to foster a culture where wellness is prioritized year-round. We recognize that law enforcement can be both physically and mentally demanding, which is why we offer and incentivize four mental health check-ins per year to ensure our officers have the tools and support they need to thrive. As a Village, we also observe May as Mental Health Awareness Month and October as Health Awareness Month, with initiatives that reflect our genuine commitment to our team's holistic wellbeing. These include massages, ice cream socials, a Healthy Step Challenge, and Fresh Fruit Fridays—small but meaningful ways to show our appreciation and promote balance. We believe that taking care of our officers is essential to serving our community with strength, compassion, and resilience.

We believe in training. Part of being a learning organization is looking toward the future. We forecast with the mindset, "If you can predict it, you can plan for it," and understand any event has the power to change the law enforcement profession dramatically in a short time. Valuing professional development is one of the ways to stay ahead of the curve and further helps us to implement a *best-practices* philosophy. As a result, we are committed to being one of the best-trained law enforcement agencies in the nation.

I strongly encourage you to take the time to carefully read through our application packet. You will find a great deal of information to help you decide if our agency is the right fit for you. I believe our Police Department is special and has much to offer individuals with a positive attitude, strong work ethic, robust interpersonal skills, emotional intelligence, and a passion for public service. We're looking for people who are ready to grow into the kind of person a community can trust, rely on, and respect for years to come. Thank you for your interest, time, and effort as you begin your journey and continue through the hiring process.

With warmest regards,

Joseph Leonas
Chief of Police

General Police Department Information

The Lincolnshire Police Department is currently comprised of 25 sworn officers and 4 non-sworn employees. Core services provided by the Department include uniformed patrol operations, traffic enforcement, traffic crash investigation, criminal investigations, and youth services. The Department provides two full-time School Resource Officers to Stevenson High School. In addition, the Police Department assigns officers to several specialized multi-jurisdictional units including, the Lake County Major Crimes Task Force, the North Regional 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. Please review our annual reports found on the Village's website for more specific information.

Salary and Benefit Information

Police officers with the Village of Lincolnshire receive a great benefits package, including:

- ✓ Starting salary of $82,691 with a top salary of $120,005 after eight steps; officers are currently represented by the Metropolitan Alliance of Police.
- ✓ Lateral police officer transfers may begin at a higher salary rate, up to $97,001 or step three of the pay scale
- ✓ 12-hour patrol shifts with every other weekend off
- ✓ 104 hours of personal and holiday time off per year
- ✓ 80 hours of vacation time after the first year; vacation time allotment increases with increased years of service
- ✓ 96 hours of annual sick leave with an accrual bank of up to 1,500 hours
- ✓ Sick leave buyback at retirement
- ✓ Uniforms/equipment provided plus an annual $500 uniform allowance
- ✓ Officer wellness incentive program with up to $600 pay and 32-hours of time off incentives
- ✓ Membership in the Lincolnshire Police pension fund
- ✓ Medical/Dental/Life insurance
- ✓ Post-employment health care plan
- ✓ Deferred compensation plan
- ✓ Outstanding training and career development opportunities

Requirements and Disqualifying Factors

EMPLOYMENT REQUIREMENTS

- ✓ Must be a U.S. Citizen or legal resident at the time of entry to the Police Academy
- ✓ Must value and respect diversity in people, perspectives, and approaches.
- ✓ Must possess a valid driver's license
- ✓ Minimum of 21 years of age at the time of the application and under 35 years of age at the time of the application, unless otherwise exempt by statute
- ✓ Undergo and successfully complete all phases of a background process
- ✓ Must project a professional image
- ✓ Successfully pass the P.O.W.E.R. test standards within the last year (current certified police officers, as defined by the Illinois Police Training Act, are exempt from this requirement)

EMPLOYMENT DISQUALIFIERS

- ✓ Criminal convictions for any misdemeanor or felony crime, excluding any juvenile cases previously expunged
- ✓ Previously disqualified for employment with the Lincolnshire Police Department during a background investigation
- ✓ Drug usage outside of the department's employment drug use policy
- ✓ Failure of any portion of the examination phase, including but not limited to, a medically provided drug screening
- ✓ Any intentional misrepresentation, omission, or falsification of information during the application or hiring process, including written documents and interviews, will be considered grounds for disqualification or termination of employment if discovered after hire.

Waiver and Release of Liability

AGREEMENT made this _____day of_____ , 20_____, between

_____ , an applicant for employment as a
(Name of applicant)
Probationary Patrol Officer with the Police Department of the Village of Lincolnshire, Illinois, (the "Applicant") and the Village of Lincolnshire, Illinois; its employees, agents, representatives and assigns (specifically any testing agency employed by the Village) (hereinafter collectively referred to as the "Village"), witness:

Whereas, Applicant has applied to the Village for employment as a police officer; and,

Whereas, the Applicant has agreed to submit to a variety of examinations including physical ability/agility, written examination, oral interviews, medical examinations, and such other examinations, including the requirement of undergoing a thorough background investigation and all pre-employment screening processes, including but not limited to, a criminal history check, driving record review, and any other checks deemed necessary by the Village; and,

Whereas, the Village has agreed to require said exams, on an as-needed basis; and,

Whereas, both parties hereto, agree that the examination process is conducted for the purpose of obtaining well-qualified individuals to fill the position sought by the Applicant, the parties hereto agree as follows:

Applicant hereby agrees to waive any claims the applicant may now have or may have in the future (specifically including any claim as to personal injury and/or damages) arising from Applicant's participation in any examination (specifically including the physical ability/agility examination) or background investigation conducted by or for the Village as part of its pre-employment screening process for the position of police officer. The Applicant further states that this waiver is given voluntarily and with the knowledge that the Applicant is waiving all liability the Village may incur as to the Applicant resulting from the Applicant's participation in the pre-employment screening process. The Application specifically waives the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820 ILCS, 40/7(1). The Applicant also acknowledges that the Applicant had the opportunity to discuss the import of this Waiver with legal counsel of Applicant's own choosing.

APPLICANT

_____ _____
Printed Name *Signature*

_____ _____ _____
Driver's License Number *State* *Date of Birth*

_____ _____
Address *Phone Number*

Hiring Process

Because of varied police academy training dates, Lincolnshire utilizes a rolling application process for entry-level candidates. Applications are always accepted and as openings occur, the recruitment team will review completed applications. Applicants must complete all parts of the application process including pre-screening of their background. Applicants meeting the expectations for the position of police officer will be invited to interview with recruitment team members.

Applications may be held on file for twelve months. Applicants who are selected for the interview process will be notified. Selected candidates going through the hiring process are highly encouraged to interact with members of the Lincolnshire Police Department to learn more about their experiences in Lincolnshire.

Candidates advancing onward from the initial interview will undergo additional interviews, a polygraph examination, and background process. If offered a conditional job offer, candidates will also undergo a psychological examination and medical screening, which includes a drug test.

Closing

Thank you for your interest in becoming part of our team. We are excited to find and select the best person to join our incredible agency. Department members welcome the opportunity to learn more about you during our hiring process.

The Village of Lincolnshire is an Equal Opportunity Employer and does not discriminate based on age, race, color, religion, gender, national origin, sexual orientation, disability, or any other non-merit factor.

Should you have any questions about the hiring process, please don't hesitate to text your questions to 847-400-6671 or email your questions to LPDhiring@lincolnshireil.gov.

The following additional information has been provided:

- ✓ Job Description for a Lincolnshire Police Officer
- ✓ General Information about the Village of Lincolnshire
- ✓ Traits of a Model Lincolnshire Police Officer

Job Description For Police Officer

GENERAL DESCRIPTION

Under general direction, performs a wide variety of police services in accordance with the mission, goals, and objectives of the department; provides for and assists in the protection of persons and property; assists in the prevention, detection, and investigation of crimes; maintains law and order in compliance with governing federal, state and local laws.

SUPERVISION RECEIVED

Direction and supervision provided by a Sergeant or higher-ranking command officer.

SUPERVISION EXERCISED

None

BASIC FUNCTIONS

A position that involves the performance of a wide range of policing functions to ensure the safety and security of lives and property within the Village. Officers are assigned to a particular area of the Village in which they perform patrol, traffic law enforcement, and routine investigative duties. Officers may be assigned special projects on an ongoing or short-term basis. Officers are required to draw upon extensive training and the procedural guidelines, mandates, and laws governing an officer's response and conduct when determining the appropriate action to take in a particular situation.

ESSENTIAL DUTIES

- ✓ Patrols designated areas of the Village (i.e., foot, bicycle, or motor vehicle) enforcing all laws including criminal statutes, traffic laws, and local ordinance regulations while providing security and detecting violators. Performs traffic law enforcement and customer service-related tasks.

- ✓ Responds to calls for service including complaints, vehicle crashes, disturbances, and/or requests for service, assesses the situation, and determines the most appropriate response to prevent potentially dangerous or violent situations from occurring or continuing. Assists fire department on fire and medical calls.

- ✓ 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, etc.

- ✓ Conducts arrests of persons violating the law including physically detaining persons according to established guidelines and procedures.

- ✓ Investigates criminal matters by identifying, gathering, and securing evidence, interviewing witnesses, and recording pertinent information. Obtains and executes arrest and search warrants; participates in the apprehension of suspects and/or confiscation of contraband. Conducts investigative surveillance when required.

- ✓ Maintains records of activities and prepares police reports to provide information to investigators and/or prosecutors. Submits reports for supervisor's review.

- ✓ Testifies in court proceedings to present evidence and give a personal account of incident/crime.

- ✓ Establish and preserve good relationships with the public. Works with community residents and businesses to cooperatively provide for their police service needs.

- ✓ Participate in continuous training to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension, and arrest techniques, investigative skills, and general law enforcement skills.

- ✓ Performs other duties as assigned.

CONTACTS OUTSIDE OF DEPARTMENT

Contacts outside of the police department include personnel in other Village departments, residents, community organizations, law enforcement officials in other communities (including prosecutors), and the public.

TOOLS & EQUIPMENT USED

Police cars and other Village vehicles, lethal and less-lethal weapons, traffic control equipment, handcuffs, general office equipment, squad mobile data computer, handheld radar, portable radio, baton, flashlight, road flares, evidence kit, breathalyzer machine, fire extinguisher, clipboard, in-car video camera, digital camera, computer and its processing software, AED (Automatic External Defibrillator) and other such equipment that may be utilized or introduced on occasion.

PHYSICAL DEMANDS

Work is performed mostly while patrolling traffic in a vehicle. Work will occasionally be performed in an office setting. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is required to stand; walk; use hands and fingers to handle or operate objects; grasp with hands and arms; climb or balance; stoop; kneel; crouch; bend, or crawl. Must be in overall physical condition to apprehend violators and criminals, and physically defend self and physically defend others, and to mentally perform the duties of Police Officer.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may be exposed to severe weather while performing tasks. There is also exposure to many unknown conditions, including possible hazardous sites and dangerous situations or conditions. The employee may be exposed to life-threatening situations and may be subject to personal hostility.

WORKING CONDITIONS

- ✓ In outside elements 90% of the time. In a clean, quiet office 10% of the time.

- ✓ Possible exposure to physical harm. Often exposed to dark, hazardous environment when doing building checks.

- ✓ Occasionally handles dangerous drugs, hazardous materials, and may come in contact with bodily fluids such as, but not limited to, blood and saliva.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- ✓ Requires knowledge of modern police procedures and techniques and their appropriate application in various situations.

- ✓ Requires knowledge of state and federal law, particularly criminal law.
- ✓ Requires knowledge of principles of investigation and interrogation.
- ✓ Requires excellent oral and written communication skills.
- ✓ Requires knowledge of basic first aid/lifesaving techniques.
- ✓ Requires skill in effective and proper operation and maintenance of various weaponry/equipment used in police activities. Must be able to maintain a "pass" status in firearms qualification.
- ✓ Requires skill in the use of computer hardware and applicable computer software.
- ✓ Requires skill in communication, interpersonal skills as applied to interaction with co-workers, supervisors, the general public, etc., sufficient to exchange or convey information and to receive work direction.
- ✓ Possess personal and professional integrity.
- ✓ Requires ability to read and write reports, correspondence, and instructions in English.
- ✓ Must have hearing ability sufficient to understand radio transmissions and converse with others, both in person and over the telephone.
- ✓ Must have speaking ability sufficient to communicate effectively with other individuals in person, over the telephone, or over a radio.
- ✓ Must have strong analytical skills to problem solve as well as work together with a team of diverse individuals.
- ✓ Has an appreciation for the quality of life and expectation for the Village to provide exceptional services to its residents.

General Village of Lincolnshire Information

The Village of Lincolnshire is located approximately 34 miles north of downtown Chicago. The current population is approximately 7,900. 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, backgrounds, 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, Alight (formerly Aon-Hewitt), Marriott's Lincolnshire Resort, the Lincolnshire Business Center consisting of the Commons and City Park Shopping Centers, Millbrook Office Park, and the CDW Center at Tri-State Office Park. Several upscale restaurants, retail establishments, and hotels are also located within the Village.

Lincolnshire is also home to three elementary schools and Stevenson High School, a nationally ranked high school, with approximately 4,000 students.

For more information about the Village and the Lincolnshire Police Department, visit https://lincolnshireil.gov/.

Model Lincolnshire Police Officer

Members of the Lincolnshire Police Department team identified the traits of a model Lincolnshire Police Officer. A model officer should be someone each one of us strives to be and each team member should hold others accountable for promoting our values.

The model Lincolnshire Police Officer possesses the following eight core values: Self-Motivated, Team Player, Positive Attitude, Integrity and Ethical, Compassionate, Progressive, Value as a Team Member and Contributes to our Community.

SELF-MOTIVATED

- ✓ A team player is someone with the ability or motivation to do something sparked by one's own self-interest, self-worth, and inner strength without needing encouragement or guidance.

TEAM PLAYER

- ✓ A team player shows genuine commitment to the cause. They quickly and easily adapt, are confident, reliable, and responsible. A team player actively listens, shares positive opinions, is always ready to help, supports and respects others, takes a problem-solving approach, and may be willing to adapt his or her point of view for the good.

POSITIVE ATTITUDE

- ✓ A positive attitude is characterized by or displaying certainty, acceptance, or affirmation. Being respectful, responsible, impartial, self-assured, and non-critical at times, both internally and externally.

INTEGRITY AND ETHICAL

- ✓ Integrity in police work means approaching our job with honesty and strong morals. Integrity in the workplace means having good character and ultimately doing the right thing even when no one is watching. In addition, being ethical means a person has high morals and does the right thing in accordance with rules and regulations.

- ✓ It is paramount in our profession to have integrity and high ethical standards because we serve the public and it is the public that grants us the authority to do our jobs.

COMPASSIONATE

- ✓ Being a compassionate team member is having empathy for others and attempting to understand other people's situations in life and responding accordingly.

PROGRESSIVE

- ✓ We strive to forward the mission of the department with a progressive mindset. Our agency needs to recruit well-qualified applicants, spread an atmosphere of excellence, have clear organizational values, and maintain low turnover. We need to have a constructive conflict resolution culture that minimizes office politics, instills a high level of trust, and invests in training.

VALUED AS A TEAM MEMBER

- ✓ Our team needs to operate with the common understanding that each employee is valued both as an individual and as part of our team. One's participation helps the team function and

advances the mission of the department. Each team member will be evaluated with realistic and measurable goals and receive positive communication and mentoring between the employee and supervisors. What we do matters, and we all contribute to the success of our team's mission.

CONTRIBUTORS TO OUR COMMUNITY

- ✓ All team members need to be friendly, respective, and responsive to citizen needs. We express empathy to an individual's situation or problem and provide meaningful resources to help. We must be visible and offer a sense of protection by actively patrolling residential areas. Have a customer-service orientated mindset and go the extra step and follow up when appropriate and in a timely manner.

Americans With Disability Act

REASONABLE ACCOMMODATION REQUEST NOTIFICATION

Americans with Disability Act Reasonable Accommodation of an Applicant – Under the Americans with Disabilities Act (ADA), reasonable accommodation must be provided in the job application process to enable a qualified applicant to have an equal opportunity to be considered for a job. The Village of Lincolnshire is obligated to make an accommodation only to the *known* limitations of an otherwise qualified individual with a disability.

It is the responsibility of the applicant with a disability to inform the Village of Lincolnshire that an accommodation is needed to participate in the application process. The Village of Lincolnshire is not required to provide accommodation if unaware of the need. An applicant seeking an accommodation for *any* phase of the initial selection process (i.e., orientation, physical ability test, or written examination) shall file a written request at least five working days prior to the date the selection step is held for which an accommodation is being sought.

If any member of the Village staff is approached during any phase of the selection process by a candidate requesting accommodation to participate in that process, the individual should be referred immediately to Chief Joseph Leonas. Chief Leonas shall provide the applicant with the procedure for requesting a reasonable accommodation. Village staff shall not authorize or approve an accommodation or suggest such approval and shall not allow the applicant to continue in the process with the benefit of the accommodation without the express written authorization of the Chief of Police.

Reasonable accommodations are granted on a case-by-case basis. Each request will receive an individualized assessment.