



BUFFALO GROVE POLICE DEPARTMENT LATERAL ENTRY POLICE OFFICER PACKET



The Buffalo Grove Police Department, a progressive northwest suburban Illinois agency, is looking for the best candidates available for the position of Police Officer. Future growth, advancement potential, salary, and benefits are excellent.

The Buffalo Grove Police Department accepts for employment and promotes its employees without regard to actual or perceived race, color, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, childbirth or medical condition related to childbirth or pregnancy, marital status, age, national origin, order of protection status, ancestry, genetic information, mental or physical disability, citizenship status, military status or unfavorable discharge from military service, or on any other basis prohibited by law.

The Buffalo Grove Police Department bases its hiring practices and promotions on merit, experience, education and other qualifications applied to all applicants and in accordance with the principles of equal employment opportunity and as required by any other applicable federal, state, or local law provided applicants are otherwise qualified to perform the essential functions of the job. The Buffalo Grove Police Department complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the Village of Buffalo Grove Human Resources Director in advance.

Applications must be completed and submitted electronically at www.vbg.org.

*The following documents and certificates are **required** to be submitted at the time of application:*

- Resume
- Birth Certificate
- High School Diploma or GED Certificate
- State of Illinois Law Enforcement Officer Certification
- Military Service Records - DD Form (if applicable)
- Certified copy of transcript for:
 - Associate's Degree in Criminal Justice or Law Enforcement; or
 - Certified copy of Bachelor's Degree from an Accredited College or University (if applicable)

All information contained in or connected with the application will be considered personal and confidential to the extent possible or permitted by law and used only in conjunction with possible employment by the Buffalo Grove Police Department. Please furnish complete information as outlined in the application.

Read every question carefully and answer each question accurately. An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in his/her application, or examination of appointment. Any false statements on this application will be considered sufficient cause for dismissal. Any misrepresentation on this application whether actual or by omission may may disqualify a candidate for consideration of employment by the Buffalo Grove Police Department.

50 Raupp Blvd. Buffalo Grove, Illinois 60089

Village Hall Telephone 847.459.2500

Village website www.vbg.org

Current Salary Subject to MAP Contract Negotiations: \$78,355 - \$115,618*

**Salary is commensurate to candidate experience as a full-time police officer within the State of Illinois.*

Minimum Qualifications

Applicants for lateral appointment to the position of Police Officer must be an **Illinois Certified Police Officer** and meet the following minimum qualifications and requirements at the time of application to be considered for the position:

- State of Illinois certification by the Illinois Law Enforcement Training and Standards Board. *(Part-time certification as a law enforcement officer does not meet this requirement.)*
- United States citizen
- Individuals must be at least 21 years old
- Education: High School education or equivalent thereof
- Experience: At least one (1) year of experience as a full time sworn, certified law enforcement officer with an Illinois law enforcement agency, within the last two (2) years
- Valid Driver's License
- Valid FOID card
- Must agree to comply with all requirements of the position and have the ability to pass all examination and training requirements
- Ability to furnish upon request, a copy of the following: professional licenses; training certificates; documents confirming work experience; employee evaluations; and any other employment related material as requested or required.

Selection Process

Each phase of the process is pass / fail and required to proceed to the next.

- Pre-screening application review by the Police Department Command Staff
- Interview with the Board of Fire and Police Commissioners and Police Department Command Staff
- Character and background investigation and credit check
- Polygraph examination
- Post-offer examinations including but are not limited to: psychological evaluation; medical examination; vision testing; and drug screening.
- All appointments are subject to an eighteen month probationary period.

NOTICE TO APPLICANTS
General Order A-06 (Appendix A)

All candidates for the position of Police Officer must complete a polygraph examination prior to appointment. Truth detecting devices shall not be the single determinant of employment status. The polygraph examination contains questions about your background, including criminal activities such as theft and substance abuse, prior work experience, and falsification of information related to your application for employment as a Buffalo Grove Police Officer.

Any questions concerning the employment process should be directed to the Board of Fire and Police Commissioners, Village of Buffalo Grove, 50 Raupp Blvd. Buffalo Grove, IL 60089; bfpc@vbg.org.

Lateral Entry Eligibility List

An initial lateral entry eligibility list will be created from qualified applicants that submit the required application materials by the application deadline. The list will be active indefinitely and will not expire unless there are no eligible candidates remaining. Applicants will be rank ordered on the list. Additions will be made to the list as new applications are received and candidates interviewed. New eligible candidates will be placed in rank order dependent on their score.

Placement on any lateral entry eligibility list shall be based upon the relative excellence of the applicants and a minimum passing oral interview score. The Board of Fire and Police Commissioners will automatically add preference points to a lateral entry candidate's score prior to placement on the eligibility list as required by law.

In the event pre-screening identifies applicants who have certain knowledge, skills and abilities that make those applicants more desirable for the position sought to be filled, the Board of Fire and Police Commissioners and Police Department Command Staff may interview those applicants only for consideration.

REQUIRED DOCUMENTS & APPLICATION CHECKLIST

The following is a checklist for your use to ensure you complete the electronic application as required and attach all required certificates and other documentation electronically.

Check when completed/attached:

- Application for Employment ____
- Resume ____
- Birth Certificate ____
- High School Diploma or GED Certificate ____
- State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course ____
- DD-214, if applicable ____
- College Transcripts, if applicable ____
- Additional documentation that may be attached:
 - Driver's License ____
 - FOID Card ____

Applicants submitting incorrect or insufficient proof or incomplete applications will be automatically disqualified from employment consideration. SUBMIT COMPLETED application and required materials electronically at www.vbg.org.



BUFFALO GROVE IS AN EQUAL OPPORTUNITY EMPLOYER

The Buffalo Grove Police Department is an Internationally Accredited Professional Law Enforcement Agency.



50 Raupp Blvd. Buffalo Grove, Illinois 60089

Village Hall Telephone 847.459.2500

Village website www.vbg.org

VILLAGE OF BUFFALO GROVE

POSITION TITLE:

DEPARTMENT/DIVISION:

FLSA STATUS:

UPDATED:

POLICE OFFICER

POLICE

NON-EXEMPT

JANUARY 1, 2023



NATURE OF WORK

This is responsible municipal police work addressing problems, protecting life and property, and enhancing the quality of life in the community.

Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the fair and impartial enforcement of laws and ordinances. An employee of this class may be assigned to uniformed patrol, traffic enforcement, criminal investigation, or other specialized departmental activity. Work involves an element of personal danger, and officers must be able to act without direct supervision and to exercise independent judgment in meeting both routine and complex emergency situations. Work assignments and instructions are received in general terms from a supervising officer who reviews work through reports, observations, and conferences to ensure conformance to departmental and professional standards. To perform the job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed are representative of the knowledge, skills, abilities and demands required for successful job performance.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Patrols a designated area of the Village; checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions; observes violations of laws and ordinances and responds to incidents involving traffic crashes, misdemeanors, felonies, and miscellaneous citizen service requests; makes police presence known in a manner that contributes toward deterrence of crime; gives information and provides assistance to motorists and the public.

Conducts preliminary investigations at the scenes of crimes, traffic crashes and other incidents; administers emergency medical aid to persons; gathers and preserves evidence; locates and questions witnesses; writes citations and makes arrests as required by circumstances; testifies as a witness in court. Processes prisoners upon admission; takes fingerprints, photographs, and receipts their personal property; may transport prisoners.

May be assigned to traffic education and enforcement; enforces traffic and motor vehicle regulations through visual observation and radar/lidar patrol, issues warnings or citations to offenders; investigates and prepares reports of traffic crashes involving property damage, injuries and fatalities; maintains traffic-related statistics.

May be assigned to criminal/youth investigation; investigates crimes and criminal activities involving adults and/or juveniles; conducts crime scene investigations; obtains statements of victims, witnesses, and suspects; investigates assigned cases until cleared or declared inactive; maintains records of investigations and assists in the preparation of cases for court and court diversion programs; testifies in court as necessary.

May be assigned to crime prevention/community relations duties; conducts security surveys; coordinates crime opportunity prevention plans; presents public information programs; analyzes community concerns.

May be assigned to local school duties; acts as a teaching resource for school community; assists with school security; conducts classes; investigates youth related problems; maintains appropriate records.

May be assigned to other specialized duties or temporary assignments with other law enforcement agencies as required.

Performs related work as required.

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS

The physical demands described here are representative, but not all inclusive, of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are primarily performed on patrol in an assigned geographical area where the employee is exposed to varying and extreme weather conditions. When responding to emergencies, employee risks physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs and drug paraphernalia and crime scenes. Physical exertion is required to climb stairs, go over walls, run, move heavy objects, crawl through tight spaces, kneel in confined areas and sit for long period of time during surveillance. Physical effort is required to lift materials, equipment and persons exceeding 50 lbs., and subdue combative persons. May experience disruption in sleep patterns as a result of shift work.

Additional Physical Demands: These demands listed are representative, but not all inclusive, of those that must be met by an employee to successfully perform the essential job functions of the job, with or without reasonable accommodations.

Stands for periods of time	Walks short and long distances	Runs short and long distances
Sits for short or long periods	Uses fingers in repetitive motions	Uses hands to grasp, finger, handle or feel
Reaches with hands and arms above shoulders	Climbs stairs, walls, fences or ladders	Balances self
Twists or turns	Stoops, kneels, crouches, bends, or crawls, through open or tight spaces	Pulls, pushes or carries
Talks, listens, discerns sounds	Tastes and smells	Discerns colors
Kneels or lies in prone position	Handles, applies and removes handcuffs	Operates a motor vehicle and related equipment (backing, steering, emergency driving)
Physically control and/or subdue persons	Push a vehicle	Throw items
Jump short distances	Direct traffic in varying weather conditions	Ride in elevator
Qualify and effectively use service weapons, electronic control devices	Enter and exit vehicle numerous times a day	Uses fingers to operate switches, buttons and dials
Wrestle with combative persons	Administer CPR	Drives safely in a variety of road and weather conditions

Additional Non-Physical Demands: These demands listed are representative, but not all inclusive, of those that must be met by an employee to successfully perform the essential job functions of the job, with or without reasonable accommodations.

Think clearly and act quickly in a variety of situations	Judge situations and people accurately	Effectively interview victims, witnesses, and suspects
Prepare clear and concise reports and memos	Understand and carry out oral and written instructions	Show compassion, empathy and concern
Is polite and empathetic	Establish and maintain effective working relationship with others	Ability to communicate clearly and use proper language and punctuation
Speak before small and large groups	Recognize signs of criminal activity and danger	Memorize information

REQUIREMENTS OF WORK

Graduation from high school; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

- Knowledge of modern police practices and methods.
- Knowledge of departmental procedures, rules and regulations.
- Knowledge of applicable federal, state and local laws and ordinances, including laws of arrest.
- Knowledge of the street layout and geography of the Village.
- Ability to deal firmly and courteously with the public.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain required records and to prepare reports.
- Ability to analyze situations quickly and objectively and to determine proper course of action.
- Ability to establish and maintain effective working relationships with others.
- Ability to meet such physical requirements as may be established by competent authority.
- Skill in the use of firearms, communications/data devices, and such other regular and special police equipment as may be assigned.
- Follows safety policies and procedures.
- Reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately
- Follows recognized safe work practices.
- Receive specialized training in crisis intervention and the handling of persons with mental illness.

NECESSARY SPECIAL REQUIREMENTS

- Must be 21 and less than 35 years of age at time of application, unless exempted from this requirement by statute, or be 20 years of age and have successfully completed two years of law enforcement studies at an accredited college or university.
- Successful completion of Police Academy and departmental training programs.
- Possession of a valid Illinois class "D" Illinois driver's license or equivalent.
- Must obtain and maintain a valid FOID card.