



*Village of Buffalo Grove*  
*Board of Fire and Police Commission*



**2024**  
**Police Officer Applicant Information Packet**

- Information Packet Reference Sheet
- Job Announcement
- Notice to Applicant
- Police Officer Testing Information Sheet
- Job Description
- POWER Test Requirement
- Letter to Applicants





## *Village of Buffalo Grove Board of Fire and Police Commission*



To: Applicant  
Re: Information Packet Reference Sheet

In the enclosed packet, you will find information pertaining to the 2024 Police Officer Testing Process for the Buffalo Grove Police Department. The purpose of this process is to create a two-year eligibility register from which hiring will occur as open positions become available and approved for hiring. Attached you will find an information packet. This packet may be printed and retained by the applicant to be used as a resource throughout the testing process. The packet includes:

- Applicant Packet Reference Sheet
  - Job Announcement
  - Notice to Applicant
  - Police Officer Testing Information Sheet (Schedule, Staffing, Salary & Benefits)
  - Job Description
  - POWER Test Requirements
- 1) **All applicants must attend a mandatory orientation which will be immediately followed by the written examination on Saturday, March 23, 2024. The orientation will begin promptly at 9:00 AM at the Buffalo Grove Park District Community Arts Center, 225 McHenry Road, Buffalo Grove, Illinois. You must have a government-issued photo ID to enter.**
  - 2) **All Applicants must obtain a valid NIPSTA, Joliet Junior College or Triton College POWER Test Certification Card issued within one (1) year prior to 03/23/24. Candidates should bring their POWER Test Certification Card to the March 23<sup>rd</sup> orientation.**
  - 3) **Applications must be completed and submitted electronically with a \$20.00 (+\$1.72 processing charge) non-refundable application fee prior to attending the mandatory orientation ([www.vbg.org](http://www.vbg.org)). Application and fees are due on Friday, March 22, 2024 at 5:00 PM.**



# *Village of Buffalo Grove*

## *Board of Fire and Police Commission*



### VILLAGE OF BUFFALO GROVE

### POLICE OFFICER JOB ANNOUNCEMENT

Current Salary \*Subject to the Collective Bargaining Agreement\*  
\$78,748.80 – \$116,197.12

The Buffalo Grove Police Department, a progressive northwest suburban Chicago department, is looking for the best future police officers. Potential growth, advancement possibilities, salary, and benefits are excellent.

Except as otherwise provided by statute, applicants must be at least 21 and less than 35 years of age at the time of the last date for filing applications. (Persons 20 years of age who have successfully completed two years of law enforcement studies at an accredited college or university may apply and be considered for appointment.) Applicants must have a high school diploma or equivalent and be a United States Citizen.

Applicants must be in good physical condition and will be required to pass a fitness test, written test, an oral examination, background investigation, and a polygraph test. After a conditional offer of employment is made, successful candidates must pass comprehensive medical and psychological tests prior to appointment.

Attendance at the orientation meeting is **MANDATORY** for all applicants. The orientation meeting will be held *immediately* prior to the written exam on Saturday, March 23, 2024 at 9:00 AM. The orientation & written exam will be held at:

Buffalo Grove Park District Community Arts Center  
225 McHenry Rd.  
Buffalo Grove, Illinois

Applications are available on-line at [www.vbg.org](http://www.vbg.org). Completed applications must be submitted electronically with a **\$20.00 (+\$1.72 processing charge)** non-refundable application fee. Application and fees are due on **Friday, March 22, 2024** at 5:00 PM. Applicants are required to bring a government-issued photo ID to the orientation. Applicants should also bring their NIPSTA, Joliet Junior College or Triton College POWER Test Certification Card (issued on or after March 23<sup>rd</sup>, 2023.)

**BUFFALO GROVE IS AN EQUAL OPPORTUNITY EMPLOYER**

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*50 Raupp Blvd. Buffalo Grove, Illinois 60089*  
*Village Hall Telephone 847.459.2500*  
*Village website [www.vbg.org](http://www.vbg.org)*



# *Village of Buffalo Grove*

## *Board of Fire and Police Commission*



Dear Applicant:

General Order A-06  
Appendix A

Thank you for your interest in the Buffalo Grove Police Department. The first phase of the selection process is an orientation meeting. Your participation at this meeting is a requirement. The orientations will be held immediately prior to the written examination at the Buffalo Grove Park District's Community Arts Center, 225 McHenry Road, Buffalo Grove, Illinois on Saturday, March 23, 2024 at 9:00 AM.

***\*Doors close promptly at the scheduled meeting time; no late entry will be permitted.\****

In addition to the orientation meeting and written exam, the selection process consists of a physical ability test and oral interview. This process should take approximately 30 days. Persons who successfully complete these process phases will be placed on an eligibility roster, in the order that they scored on the testing phases (written and oral). When vacancies develop in the police department, eligible candidates will be asked to submit to a credit/background investigation, psychological and polygraph examinations, and a medical examination. Persons who pass these testing elements will be appointed probationary patrol officers. Applicants and eligible candidates who are not appointed to probationary status may reapply for employment during any subsequent testing cycle.

Sincerely,

Ed McKee  
Chairman, Board of Fire and Police Commissioners

### **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.

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# Village of Buffalo Grove

## Board of Fire and Police Commission



INITIAL TESTING INFORMATION	
Date – Time	Activity – Location
March 22, 2024	Application Due Date
March 23, 2024 @ 9:00 AM* (Written Exam immediately following orientation)	*Mandatory Orientation –Buffalo Grove Community Arts Center Written Examination –Buffalo Grove Community Arts Center NIPTSA, Joliet Junior College or Triton College POWER Test Certification (issued on or after 3/23/2023)
April 6 & 7, 2024	Oral Interviews (for qualified and invited applicants)
April 8, 2024	Posting of Preliminary List
April 19, 2024	Request for Preference Points Due
May 7, 2024	Posting of Final Eligible Register
SWORN PATROL OFFICER CURRENT SALARY (*Subject to the Collective Bargaining Agreement*)	
*Starting Salary* - \$78,748.80	*Top Salary* - \$116,197.12
CURRENT AUTHORIZED STAFFING (FY 2024)	
62 Sworn Officers	17 Full & Part-Time Civilians
1 Chief	1 Administrative Assistant
2 Deputy Chiefs	1 Administrative Support Manager
3 Commanders	1 Evidence Custodian
1 Lieutenant	1 Management Analyst
9 Sergeants	1 Police Social Worker
46 Police Officers	1 Technical Services Administrator
2 Full-Time Community Service Officers/ 6 Desk Officers (3 F/T, 3 P/T)	3 F/T Record Clerks / 8 Crossing Guards
BENEFIT PACKAGE INCLUDES:	
* Medical, Dental & Life Insurance	* College Tuition Reimbursement Program
* Ample Vacation Allowance	* 10 Paid Holidays and 80 hours Sick Time / Year
* Police Officer Pension Program	* Uniform Allowance
* Modern Facility w/Workout Room	* Comprehensive Career Development Program

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**VILLAGE OF BUFFALO GROVE**

**POSITION TITLE:**

**DEPARTMENT/DIVISION:**

**FLSA STATUS:**

**UPDATED:**

POLICE OFFICER

POLICE

NON-EXEMPT

JANUARY 1, 2024



**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.

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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.

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# *Illinois Law Enforcement Training and Standards Board*



## **Preface**

The Illinois Law Enforcement Training and Standards Board, in recognizing the importance of physical fitness status for academy performance (and eventual job performance), has established the ***Peace Officer Wellness Evaluation Report (POWER)*** test for entering any of the Illinois certified police academies.

The ***POWER*** test will be provided to all candidates prior to entering the academy to see if each individual meets the standards. These fitness entrance requirements help to ensure that each recruit can undergo both the physical and academic demands of an academy without undue risk of injury and with a level of fatigue tolerance to meet all academy requirements. If the applicant does not meet all the standards, the recruit will not be allowed to enter the academy.

In an effort to brief police administrators and police applicants, this pamphlet will provide information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the ***POWER*** test. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process. Any questions you may have about these standards should be directed to the Board's Office at 217.782.4540.

Brent Fischer  
Executive Director

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## What is Physical Fitness?

Physical fitness is a health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity or cardiovascular endurance pertaining to the heart and vascular system capacity to transport oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in the low strength levels have a bearing on upper torso and lower back disorders.
- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

## Why is Fitness Important as a Job Related Element for Law Enforcement Officers?

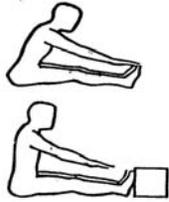
It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders and obesity. Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain, which can minimize the "**Known**" health risks for law enforcement officers.

Physical fitness has been demonstrated to be a bona fide occupational qualification (BFOQ). Job analysis that account for physical fitness have demonstrated the fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. These three fitness areas have also been shown to be predictive of job performance ratings, sick time, and number of commendations of police officers. Data also show that fitness level is predictive of train ability and academy performance.

- \* Physical fitness can be an important area for minimizing liability. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.
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## HOW WILL THE PHYSICAL FITNESS BE MEASURED

The Power Test consists of four basic tests. Each test is a scientifically valid test. It is recommended that five minutes of static stretching, using techniques approved by the Board, be completed prior to each test. A five-minute rest is recommended between each test with a 15-minute rest before the 1.5-mile run. The tests will be given in the following sequence with a rest period between each test.



### Sit and Reach Test

This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position.

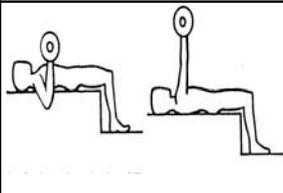
**The score is in the inches reached on a yardstick.**



### 1 Minute Sit Up Test

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems.

**The score is in the number of bent leg sit-ups performed in one minute.**



### 1 Repetition Maximum Bench-Press

This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength.

**The score is a ratio of weight pushed divided by body weight.**



### 1.5 Mile Run

This is a timed run to measure the heart and vascular systems capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems.

**The score is in minutes and seconds.**

## WHAT ARE THE STANDARDS

The actual performance requirement for each test is based upon norms for a national population sample.

### THE APPLICANT MUST PASS EVERY TEST

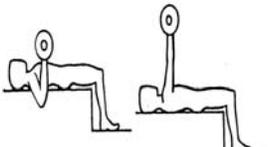
The required performance to pass each test is based upon sex and age (decade). While the absolute performance is different for the 8 categories, the relative level of effort is identical for each age and sex group. All recruits are being required to meet the same percentile rank in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximate the 40th percentile for each age and sex group.

Power Chart								
	Male				Female			
Test	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit & Reach	14.4	13.0	12.0	10.5	17.0	16.5	15.0	14.8
1 Minute Sit-up	33	30	24	19	24	20	14	10
Max Bench Press Ratio	.88	.78	.72	.63	.51	.47	.43	.39
1.5 Mile Run	14.0	14.34	15.24	16.58	16.46	17.38	18.37	20.44

## How Does One Prepare for the Power Test?

### Preparing for the sit and reach test.

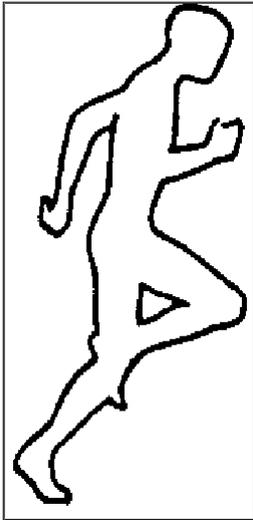
Performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises.

	<p><b>Sit and Reach</b></p> <p>Do 5 repetitions of the exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.</p>
	<p><b>Towel Stretch</b></p> <p>Sit on the ground with the legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.</p>
	<p><b>Preparing for the Sit Up Test</b></p> <p>The progressive routine is to do as many bent leg sit-ups (hands behind the head) as possible in 1 minute. At least week three times a week do three sets (three groups of the number of repetitions one did in 1 minute).</p>
	<p><b>Preparing for the 1 Repetition Maximum Bench Press</b></p> <p>If one has access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. One should be able to do 8-10 repetitions of that weight. Do three sets of 8-10 repetitions adding 2.5 to 5 pounds every week.</p>

If one does not have weight equipment, then the push up exercise can be utilized. Determine how many push-ups one can do in one minute. At least 3 times a week do 3 sets of the amount one can do in one minute.

## Preparing for 1.5 Mile Run

Below is a gradual schedule that would enable one to perform a maximum effort for the 1.5 mile run. If one can advance the schedule on a weekly basis, then proceed to the next level. If one can do the distance in less time, then that should be encouraged.



Week	Activity	Distance	Time	Frequency
1	Walk	1 Mile	20'-17'	5 / week
2	Walk	1.5 Mile	29'-25'	5 / week
3	Walk	2 Miles	35'-32'	5 / week
4	Walk	2 Miles	30'-28'	5 / week
5	Walk / Jog	2 Miles	27'	5 / week
6	Walk / Jog	2 Miles	26'	5 / week
7	Walk / Jog	2 Miles	25'	5 / week
8	Walk / Jog	2 Miles	24'	4 / week
9	Jog	2 Miles	23'	4 / week
10	Jog	2 Miles	22'	4 / week
11	Jog	2 Miles	21'	4 / week
12	Jog	2 Miles	20'	4 / week



*Village of Buffalo Grove*  
*Board of Fire and Police Commissioners*



Letter to applicant:

It is the policy of the Village of Buffalo Grove to provide equal employment opportunities to all employees and applicants for employment and to abide by all applicable federal, state and local equal employment opportunity laws. All employment decisions, including, but not limited to, recruiting, hiring, placing, promoting, and compensation, for all job classifications will be made without regard to race, religion, color, national origin, ancestry, sex, age, disability, handicap or any other legally protected category, except as required or allowed by job necessity, preemptive statutes or other law. Additionally, the Village is committed to making reasonable accommodations in accordance with applicable law to applicants and employees with disabilities or handicaps who are otherwise qualified for the positions in question. Requests for reasonable accommodations should be directed to the Director of Human Resources at 847.459.2500.

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