



Deerfield Police Department

John J. Sliozis
Chief of Police

850 Waukegan Road
Deerfield, IL 60015
(847) 945-8636
Fax: (847) 945-5080
www.deerfield.il.us

Thank you for your interest in employment with the Deerfield Police Department. Attached you will find the following:

1. Application for employment
2. Equal Opportunity Employer Information
3. Waiver/Release of Liability
4. POWER Test Description
5. Americans With Disabilities Act Information
6. Job Description for position of Patrol Officer
7. General Applicant Information (including qualification information)
8. Sample Polygraph Questions

Items 1-3 must be completed, signed, and returned to the Police Department by mail or in person no later than October 4, 2018 (no fax or email submissions allowed). Items 4-8 are informational and should **not** be returned with your application. Failure to return requested documents by the deadline indicated will result in disqualification from the application process.

The written examination will be administered at Deerfield High School on Saturday, October 13, 2018 at 8:00 am. The testing process will be completed approximately eight weeks from the date of the examination.

On the date of the written examination applicants must present proof that they have passed the Peace Officer Wellness Evaluation Report (POWER) Test at Northeastern Illinois Public Safety Training Academy (NIPSTA), Triton College, or Joliet Junior College within the past six months (after April 13, 2018).

Applicants who successfully pass the written exam will be scheduled for an oral interview. Applicants who make the eligibility list for the position of Police Officer may be subjected to a background investigation and polygraph (sample questions attached). A psychological examination and complete physical with drug test will be given to candidates receiving a conditional offer of employment.

Candidates failing to qualify during any part of the process may not reapply until the beginning of the next testing cycle. The Village of Deerfield is an Equal Opportunity Employer.

Sincerely,

A handwritten signature in black ink that reads "John J. Sliozis".

John J. Sliozis
Chief of Police



This page intentionally left blank



VILLAGE OF DEERFIELD
850 Waukegan Road
Deerfield, Illinois 60015

APPLICATION FOR EMPLOYMENT

Date _____ (Please print or write clearly.)

Equal Employment Opportunity Statement

It is the express policy of the Village of Deerfield to consider all applicants for employment without regard to race, color, religion, gender, age, physical disability, political affiliation, national origin or any other legally protected status, in accord with applicable legal requirements.

Title of position for which applying: _____

Full name: _____
Last First Middle

Indicate any other names used: _____

Address: _____
No. Street City State Zip

Phone number with area code: _____ Email _____

How did you learn of this opening? _____

If hired, on what date would you be available to start work? _____

Previous employment with the Village of Deerfield? No Yes If yes, list department: _____

Are you legally authorized to work full time in the United States? _____

EDUCATIONAL BACKGROUND

TYPE OF SCHOOL	NAME AND ADDRESS	NUMBER OF YEARS ATTENDED	GRADUATED	DEGREE OR FIELD OF STUDY
HIGH SCHOOL	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
POST GRADUATE	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
BUSINESS OR TRADE	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Veteran: No Yes If yes, list branch of service: _____ Rank: _____

Reserve status? _____

Have you reviewed the job description for this position? Yes No

If you have a special condition that requires accommodation to perform this position, please explain what accommodations would allow you to handle this job successfully: _____

EMPLOYMENT HISTORY

List previous three (3) employers, including any military service. Begin with your current or most recent employer.

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Last salary _____

Your duties: _____

May we contact this employer?
 Yes No

Reason for leaving: _____

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Last salary _____

Your duties: _____

May we contact this employer?
 Yes No

Reason for leaving: _____

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Last salary _____

Your duties: _____

May we contact this employer?
 Yes No

Reason for leaving: _____

What languages, other than English, do you speak and/or write fluently? _____

Do you have experience operating specialized equipment? Yes No List: _____

Indicate experience with the following: Typing _____ wpm 10-key _____ kpm

Office software applications (list): _____

Other office equipment (list): _____

PERSONAL REFERENCES

(Excluding former employers or relatives.)

PLEASE INCLUDE COMPLETE INFORMATION

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER
1.		
2.		
3.		

Use this space to continue any answers from other questions, to explain any special qualifications pertinent to the position for which you are applying, or to provide any additional information necessary to describe your full qualifications.

Person to be notified in case of accident or emergency

Name: _____ Telephone No.: _____

Address: _____

Do you possess a valid Driver's License? Yes No If yes, for what state? _____

Restrictions: _____

Have you ever been convicted of a crime, excluding minor traffic offenses? No Yes

If yes, describe in full: _____

I understand that nothing in this application creates an employment contract or relationship. I also understand that if hired by the Village of Deerfield, my employment can be terminated at any time, by myself or the Village, for any grounds not prohibited by law.

I certify that all information I have supplied on this form is correct to the best of my knowledge. I understand that omissions or deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.

I consent to have the Village of Deerfield contact the people listed on this form for references and authorize these individuals to provide truthful information regarding my qualifications for employment and previous work. I also agree to waive liability against persons named as references, provided the information they supply is honest, factual and given without malice.

Signature

Date

DO NOT WRITE BELOW THIS LINE

INTERVIEW: Yes No Date: _____ Hour: _____

Acceptable for employment? Yes No Starting rate: _____

Starting date: _____ Position: _____

Interviewed by: _____

NOTES:

EQUAL OPPORTUNITY EMPLOYER

BOARD OF POLICE COMMISSIONERS VILLAGE OF DEERFIELD

NAME: _____

DRIVERS LICENSE NUMBER: _____

ADDRESS: _____

TELEPHONE: _____

We must obtain racial and sex identification from all candidates who will be taking part in the process to comply with Federal, State, and Local regulations requiring that we assess the impact of these selection tests on all racial and sex sub-groups. This information is for statistical validation, and in **NO** way will it adversely affect a candidate's credentials in this evaluation process. The Village of Deerfield, Illinois does not discriminate on the basis of race, sex, creed, color, age, national origin, religion, or disability in its employment opportunities, programs, services, or activities.

Please mark next to the descriptions below corresponding to the group with which you identify.

GENDER:

_____ MALE

_____ FEMALE

RACE/ETHNICITY:

_____ WHITE: All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

_____ BLACK or AFRICAN AMERICAN (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

_____ HISPANIC or LATINO: All persons of Mexican, Puerto Rican, Cuban, Central or South American or Spanish culture or origin.

_____ ASIAN or PACIFIC ISLANDER: All persons having origins in any of the original peoples of the Far East, Southeast, Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Island, and Samoa.

_____ AMERICAN INDIAN or ALASKAN NATIVE: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

_____ TWO or MORE RACES (not Hispanic or Latino): All persons who identify with more than one of the above five races.

VILLAGE OF DEERFIELD POLICE DEPARTMENT

WAIVER/RELEASE OF LIABILITY APPLICATION FOR PUBLIC EMPLOYMENT

AGREEMENT made this _____ day of _____, 2018, between

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

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

Whereas, the Village is required to subject the Applicant to a competitive testing process; 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, and to undergo a thorough background investigation, as deemed appropriate by the Village; and,

Whereas, the Village has agreed to require said exams, on an as needed basis and as provided by the rules and regulations of the Village's Board of Police Commissioners; 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 any and 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.

Witness our hands and seals the day and year above written.

APPLICANT

POLICE DEPARTMENT
VILLAGE OF DEERFIELD, ILLINOIS

By: _____

Chief John J. Sliozis

PHYSICAL FITNESS POWER TEST

At the written examination applicants must provide proof of successful completion of the POWER Test from NIPSTA, Triton College, or Joliet Junior College within the past six months. For testing details including; registration, fees, location, date, and time:

www.nipsta.org
www.triton.edu/power/
www.jjc.edu/fitness-center/pages/power-testing.aspx

1. *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 also important in minimizing lower back problems. The event 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 stretch box.**

2. *ONE 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 also 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.**

3. *ONE 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. NIPSTA utilizes a pin-operated weight bench. **The score is a ratio of weight pushed divided by body weight.**

4. *1.5 MILE RUN*

This is a timed run to measure the heart and vascular system's 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.**

TEST	MEN				WOMEN			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Age Group	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit and Reach	16.0"	15.0"	13.8"	12.8"	18.8"	17.8"	16.8"	16.3"
One Minute Sit-Up	37	34	28	23	31	24	19	13
Max Bench Press %	98%	87%	79%	70%	58%	52%	49%	43%
1.5 Mile Run	13:46	14:31	15:24	16:21	16:21	16:52	17:53	18:44

AMERICANS WITH DISABILITIES ACT

REASONABLE ACCOMMODATION OF AN APPLICANT

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 Deerfield 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 Deerfield that an accommodation is needed to participate in the application process. The Village of Deerfield is not required to provide an 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 an accommodation in order to participate in that process, the individual should be referred immediately to Chief John J. Sliozis. Chief Sliozis 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.

DEERFIELD POLICE DEPARTMENT

POSITION DESCRIPTION: PATROL OFFICER

Major responsibilities require consistent attention and commitment to this agency's mission. All assigned duties and tasks are expected to be performed in an effective, efficient, and safe manner. The jobholder must accept the responsibility to support and promote the mission and comply with its directives. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust of confidence in the agency or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work a majority of time without direct supervision. Successful performers are those who are capable of making and willing to make decisions that are consistently in line with the agency's mission, goals and objectives.

Major duties involve taking calls for service, patrolling to deter and detect crime, investigating complaints, citing and/or arresting law violators, following up on pending reports and cases, protecting persons and property, and securing and protecting prisoners. When not responding to calls for service, the incumbent is expected to use self-directed work time in an efficient manner by self-initiating work on those tasks identified by supervisory personnel as priorities for this job position. As necessary, the incumbent may be required temporarily to assume the duties, activities and tasks of a higher level position.

Work conditions vary by shift. A majority of tasks are performed outside while working from a squad car. Few tasks require heavy lifting, pushing, pulling or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decision concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of fitness and readiness that enables them to handle (with minimal force and often without assistance) occasional contacts and involvements with dangers and potentially dangerous people, animals and equipment.

Removal can be with or without fault of the jobholder or the agency. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, chronic illness, and a failure to perform competently on any of the critical tasks of the position or a consistent failure to perform competently on regular tasks are among the major reasons for job removal without fault. Failure to support the agency's mission, uphold the oath of office, behave in a manner that supports the Law Enforcement Officer's Code of Ethics, continually comply with preconditions for original employment, or fail to display due regard for the civil liberties of any persons will lead to removal with or without fault. In addition, accruing atypical amounts of dysfunctional work time or requiring atypical amounts of supervisory counseling or medial training will lead to removal with or without fault.

DEERFIELD POLICE DEPARTMENT

GENERAL APPLICANT INFORMATION

General Information

The Deerfield Police Department is staffed by 40 sworn police officers – one Chief, two Deputy Chiefs, nine Supervisors and 28 officers – and 15 civilians, including 8 Dispatchers and 2 Social Services Providers.

The Department is equipped with state of the art communications equipment including in-car terminals and an automated dispatch system.

The Department is a member of the Northern Illinois Crime Lab, the Northern Illinois Police Alarm System, the Lake County Metropolitan Enforcement Group – a drug enforcement unit composed of officers from state, county and municipal departments; the Lake County Major Crimes Task Force – an investigative task force providing experienced criminalists and evidence technicians; and the Lake County Gang Task Force – a multi-jurisdictional response team consisting of trained gang specialists.

The mission of the Deerfield Police Department is, “With respect and dignity, the Deerfield Police Department will provide professional and ethical service through partnership with citizens and proactively identifying risks to Deerfield’s quality of life.”

Training

Once hired, recruits begin a 24-month probationary period and are sent to a State Certified Training Academy to attend a Basic Training Course unless previously completed. In accordance with State law, each recruit must successfully complete the course and pass the State certified test. Once certified by the State Training Board, the recruit is assigned to a Field Training Officer.

Work Schedule

Normally, police officers work an average forty (40) hour week, which amounts to 2,088 hours annually. Officers assigned to the Patrol Division work a five on-two off, five on-three off work week schedule.

Benefits

The Village of Deerfield offers a comprehensive benefit package for the employee and their dependents including sick leave, hospitalization, Section 125 - Flexible Spending Account, life insurance and dental insurance. Generous vacation and holiday benefits are also provided.

Deferred Compensation Plan

Full-time Village employees may participate in a Deferred Compensation Plan made available through the Village by ICMA and PEPSCO.

Police Pension

All sworn police officers are eligible to apply for participation in the Deerfield Police Pension Fund. Within three (3) months after being appointed to the sworn position, the police officer must make written application to the Pension Board if they wish to participate. The Police Pension Board will make a decision to accept or reject the application as provided by the Police Pension Act of the Illinois Compiled Statutes.

If you are accepted into the Deerfield Police Pension Fund, you are eligible for retirement benefits as established by the Illinois Downstate Police and Fire Pension Plan (40 ILCS 5/article 3).

Uniforms and Appearance

The Village provides an initial issue of clothing and equipment and a yearly \$900 clothing allowance. Firearms are the responsibility of the probationary officer and must meet Department standard.

The Deerfield Police Department has a policy that tattoos are permitted, but shall not be visible. All tattoos are required to be covered by the uniform. This may require wearing a long sleeve uniform all year.

Annual Salary Effective January 1, 2018

Applicants attending the Basic Police Academy will receive a salary of \$61,248. Once certified for solo patrol by the department, salary increases to \$72,056. Patrol officers receive annual contractual increases with top pay achieved after seven years. Effective January 1, 2018 top pay for the position of Police Patrol Officer is \$99,662.

Employees are paid bi-weekly on Fridays with twenty-six (26) pay periods per year.

Vacation Eligibility

1. After completing one (1) full year of continuous service, an employee is eligible for ten (10) days of vacation.
2. After completing five (5) full years of continuous service, an employee is eligible for fifteen (15) days of vacation.
3. After completing ten (10) full years of continuous service, an employee is eligible for twenty (20) days of vacation.
4. After completing twenty (20) full years of continuous service, an employee is eligible for twenty-five (25) days of vacation.

Holidays

Each full-time police officer earns 3 floating holidays and 9 regular holidays during the course of the fiscal year.

Qualification Information

The following information is supplied in an effort to inform you about the Village of Deerfield and its Police Department. The information contained herein is not intended to constitute an offer of employment nor is it a guarantee of benefits. Some items contained herein are subject to change without notice. If you have specific questions on any of these items, or about Deerfield in general, please feel free to contact the Police Department at (847) 945-8636.

All appointments to the Police Department (except the Police Chief, Deputy Chief, Commanders and civilian personnel) are made by a three-member Board of Police Commissioners who is appointed by the Mayor and Board of Trustees.

- | | |
|--------------------------------|---|
| <i>Age</i> | Applicants must achieve their 21 st birthday by date of employment, but must not have reached their 35 th birthday before the date of the examination. |
| <i>Driver's License</i> | Applicants must have a current automobile driver's or chauffeur's license. |
| <i>Physical/Health</i> | Applicants must successfully complete such mental and physical examinations, oral examination and background investigations as may be described by the Deerfield Police Commission. |
| <i>Character</i> | Each candidate must be of good character; must not have been convicted of any crimes or guilty of infamous or notoriously disgraceful conduct as described in the Illinois Compiled Statutes 65ILCS5/10-2/1-6. |
| <i>Education</i> | Applicants must meet the requirements of one of the following categories within six months after the date of the written examination: <ul style="list-style-type: none">a. Bachelor's degree from an accredited college;b. A minimum of two years of college work at an accredited institution with at least 60 semester hours (or equivalent) of college level course work and at least two years of full time law enforcement work, including but not limited to, police officer experience and/or military police work, but excluding security agency experience. |

EQUAL EMPLOYMENT OPPORTUNITY:

The Village of Deerfield is an equal employment opportunity employer. All applicants for employment with the Village of Deerfield will be given equal consideration without regard to race, creed, color, sex, national origin, physical disability or age (except where age, sex, or physical requirements constitute a bonafide occupational qualification necessary to proper and efficient functioning on the job).

SAMPLE POLYGRAPH QUESTIONS

The following criteria are used for entry level and promotional Polygraph testing of candidates for Police and Fire Departments and were applicable under the Federal Law 100-347 and in the U.S. Federal District Court Seventh Circuit in the case of Moon v. Cook County Police & Corrections Merit Board Consent Decree No. 78 C 1572 (1982):

1. In the last two years, did you steal any merchandise from places where you worked?
2. In the last two years, did you steal any money from places where you worked?
3. In the last five years, did you take part in or commit any serious crime?
4. In the last two years, did you shoplift any merchandise?
5. In the last two years, did you use excessive physical force against another person?
6. In the last two years, did you buy or sell any stolen merchandise or property?
7. In the last two years, did you pay or receive a bribe from anyone?
8. In the last two years, did you drink alcohol, use or sell marijuana, narcotics or dangerous drugs illegally during your working hours on a job?
9. In the last year, did you use marijuana?*
10. In the last year, did you use narcotics or dangerous drugs illegally?*

*The term "last year" represents the past twelve months based on the date of the subject's Polygraph Examination.