



John J. Sliozis
Chief of Police

Deerfield Police Department

850 Waukegan Road, Deerfield Illinois 60015-3206
(847) 945 8636 - FAX - (847) 945-5080

February 8, 2022

Thank you for your interest in the position of Telecommunicator for the Deerfield Police Department. Attached you will find the following:

1. Application for Employment
2. Equal Opportunity Employer
3. Americans With Disabilities Act Information
4. Sample Polygraph Questions
5. Job Description for Telecommunicator
6. General Applicant Information

Applicants are required to; be at least 21 years of age, possess a high school diploma, a valid driver's license, and be willing to work an irregular schedule on varied shifts, including weekends and holidays.

Items 1-2 must be completed and returned to the Police Department no later than **5:00pm on Thursday, March 10, 2022**, either online, in person or by mail. Qualified applicants will be contacted within 2 weeks of deadline and subject to interview. The process will be completed within 6 to 8 weeks.

Full job description and applications are available at the Deerfield Police Department or online at www.deerfield.il.us.

Qualified candidates will be subjected to an extensive background check, psychological, medical, aptitude, and polygraph examination (sample questions attached). The Village of Deerfield is an Equal Opportunity Employer.

Candidates failing to qualify during any part of the process may not reapply until the beginning of the next application cycle.

Sincerely,

John J. Sliozis
Chief of Police

JJS/vm



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

**VILLAGE OF DEERFIELD
DEERFIELD POLICE DEPARTMENT**

NAME: _____

ADDRESS: _____

TELEPHONE: _____

DRIVER'S LICENSE NUMBER: _____

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.

Please check the appropriate line to indicate your race and sex:

_____ CAUCASIAN (WHITE)

SEX:

_____ AFRICAN AMERICAN

_____ MALE

_____ HISPANIC

_____ FEMALE

_____ ASIAN/PACIFIC ISLANDER

_____ AMERICAN INDIAN

_____ Other (Specify) _____

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.

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 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 work 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 "last year" is the past twelve months based on the date of the subject's Polygraph Examination.



VILLAGE OF DEERFIELD POLICE DEPARTMENT

TELECOMMUNICATOR

JOB PURPOSE

Telecommunicators perform emergency and non-emergency communications for the Police Department, including answering emergency calls and non-emergency inquiries, dispatching Patrol Officers, monitoring status of Officers and maintaining related records to ensure Officer and citizen safety. Employees serve on a shift basis for a 24-hour a day, seven day-a-week service operation.

Work is performed under the direct supervision of the Communications Supervisor and the Communications Director.

ESSENTIAL JOB FUNCTIONS

- Answers emergency and non-emergency calls.
- Assesses priority of calls and dispatches them to Patrol Officers via radio and computer.
- Responds to Patrol Officers with requested information using available network systems, such as Law Enforcement Agencies Data Service (LEADS).
- Monitors alarm panel and weather warning siren system.
- Operates TDD for hearing-impaired callers.
- Manages in-station camera tapes.
- Accepts cash bonds and signs off on all parking tickets, fills out bond forms at Patrol Officers request.
- Manages all doors (opening and closing) in Department.
- Creates shift reports/summaries from New World system.
- Hears and relays responses for six jurisdictions using several codes.

OTHER DUTIES

- Member of the Telecommunicator Emergency Response Team (TERT).
- Renews required certifications.
- Completes all requisite training sessions.
- Performs additional duties as required.
- Receives calls and responds accordingly.

KNOWLEDGE/SKILLS/ABILITIES

Knowledge of:

- Rules, regulations, policies, procedures and general orders of the department and the Village of Deerfield.
- Applicable federal, state, county, and local laws.
- Basic personal computer operations and data entry.
- Law Enforcement Agencies Data Service (LEADS) regulations.
- Basic knowledge of geography of the Village and surrounding areas.

Skills and Abilities:

- Must be able to obtain Law Enforcement Agencies Data Service (LEADS) certification within one year of employment.
- Skilled in operating standard radio communication equipment, proper dispatch procedures and various codes.
- Effectively communicate, both orally and in writing.
- Ability to maintain effective working relationships with the police department's personnel.
- Ability to act and make decisions during highly stressful situations.
- Ability to perform multiple tasks simultaneously.

EDUCATION/TRAINING/EXPERIENCE

- High School education or equivalent
- Related Communications or Law Enforcement experience preferred

DEERFIELD POLICE DEPARTMENT

GENERAL APPLICANT INFORMATION

General Information

The Deerfield Police Department is staffed by 41 sworn police officers; 1 Chief, 2 Deputy Chiefs, 9 Supervisors and 29 officers, and 15 civilians; 8 Telecommunicators, 1 Management Analyst, 2 Records Clerks 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) and the Lake County Major Crimes Task Force (an investigative task force providing experienced criminalists and evidence technicians).

The mission for every member of the Deerfield Police Department is, "With respect and dignity, the Deerfield Police Department will provide professional and ethical service through partnership with all citizens and proactively identifying risks to Deerfield's quality of life."

Work Schedule

The regular schedule is based on an 8.5 hour work day with 5 days on/2 days off, 5 days on/3 days off; which includes nights, weekends, and holidays. Overtime may be required to meet operational needs as they relate to maintaining a fully operational 24 hour facility.

Benefits

The following information is supplied in an effort to inform you about the Village of Deerfield and the 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 Deputy Chief Fry at (847) 945-8636.

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

Deferred Compensation Plan

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

Current Wage/Salary Rates

Effective January 1, 2022 starting salary for full-time Telecommunicator is \$71,423 and top pay is \$84,028 annually. Top pay is typically achieved in two years. Employees are paid bi-weekly on Fridays with twenty-six (26) pay periods per year.

Vacation Eligibility

1. After completing 1 year of continuous service, an employee is eligible for 10 days of vacation per year.
2. After completing 5 years of continuous service, an employee is eligible for 15 days of vacation per year.
3. After completing 10 years of continuous service, an employee is eligible for 20 days of vacation per year.
4. After completing 20 years of continuous service, an employee is eligible for 25 days of vacation per year.

Holidays

Each full-time employee earns 3 floating holidays and 9 regular holidays during the course of the calendar year.

Qualification Information

- Applicants must have a current automobile driver's or chauffeur's license.
- Applicants must successfully complete mental and physical examinations, oral examination and background investigation.
- 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.
- Applicants must have a High School diploma or G.E.D. at the time of hire.

Equal Opportunity Employer:

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).