



John J. Sliozis
Chief of Police

Deerfield Police Department

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

April 3, 2019

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

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

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 1-3 must be completed and returned to the Police Department no later than Friday, May 10, 2019. Qualified applicants will be contacted within two weeks of deadline and subject to interview. The hiring process could take six to eight weeks to complete.

Qualified candidates will be subjected to a background check, psychological, medical 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,

A handwritten signature in black ink that reads "John J. Sliozis". The signature is written in a cursive style with a large, stylized initial "J".

John J. Sliozis
Chief of Police

JJS/vm

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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

Contact Information: _____
Phone Number with Area Code Email Address

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? _____

Can you perform the essential functions of the job for which you are applying? Yes No

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

EDUCATIONAL BACKGROUND & SKILLS

TYPE OF SCHOOL	NAME AND LOCATION	YEARS ATTENDED	GRADUATED	COURSE OR MAJOR
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	_____

Do you possess a valid Driver's License? Yes No

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

List any other specialized certifications or licenses applicable to the position: _____

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: _____

Reason for leaving: _____

Last salary _____

May we contact this employer? Yes No

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Reason for leaving: _____

Last salary _____

May we contact this employer? Yes No

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Reason for leaving: _____

Last salary _____

May we contact this employer? Yes No

REFERENCES

(Excluding relatives.)

PLEASE INCLUDE COMPLETE INFORMATION

1. _____
Name (First/Last) Phone Number Email Address

Organization Job Title Relationship Years Known

2. _____
Name (First/Last) Phone Number Email Address

Organization Job Title Relationship Years Known

3. _____
Name (First/Last) Phone Number Email Address

Organization Job Title Relationship Years Known

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

Note: Answering "Yes" does not constitute an automatic bar to employment. Factors such as age and date of the offences, seriousness/nature of the violation will be taken into account. Do not include minor traffic citations, and arrests or convictions which have been sealed or expunged when answering.

If yes, describe in full: _____

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.

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

VILLAGE OF DEERFIELD POLICE DEPARTMENT

**WAIVER/RELEASE OF LIABILITY
APPLICATION FOR PUBLIC EMPLOYMENT**

AGREEMENT made this _____ day of _____, 2019, between

(your name) _____, an applicant for employment with the Police Department of the Village of Deerfield, Illinois, the “Applicant” and the Village of Deerfield, Illinois; its employees, agents, representatives and assigns (specifically any testing agency employed by the Village) hereinafter collectively referred to as the “Village”, witness:


- Applicant has applied to the Village for employment with the Police Department.
- The Village is required to subject the Applicant to a competitive testing process.
- Applicant has agreed to submit to a variety of examinations including oral interviews, medical examinations and such other examinations, and to undergo a thorough background investigation, as deemed appropriate by the Village.
- The Village has agreed to administer said exams, as provided by the rules and regulations of the Village, without expense to the Applicant.

Both parties 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 agree as follows:

Applicant, in consideration of the payment, by the Village, of the fees associated with the conduct of examinations to be taken by the 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 or background investigation conducted by or for the Village as part of its pre-employment screening process for the position. 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.

APPLICANT SIGNATURE

POLICE DEPARTMENT
VILLAGE OF DEERFIELD, ILLINOIS

By:  _____

Chief John J. Sliozis

EQUAL OPPORTUNITY EMPLOYER

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.

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

_____ WHITE (Caucasian)

SEX:

_____ BLACK/AFRICAN AMERICAN

_____ MALE

_____ HISPANIC

_____ FEMALE

_____ ASIAN AMERICAN

_____ 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.

DEERFIELD POLICE DEPARTMENT

Position Description

Position: Telecommunicator/Dispatcher

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 this organization's 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 or confidence in the agency or its members. This position requires the incumbent to use excellent verbal communications skills and be able to gather the essential details and facts of a conversation within the first few moments of a conversation (usually by telephone and radio), and determine the appropriate response or follow established protocols. Successful performers are those who are capable of taking and willing to take the time to be patient with the public, emulate a "how may I help you" attitude, and make decisions that are consistently in line with the agency's mission, goals and objectives, and who can form a trusting work relationship with all officers.

Major duties involve receiving and sending radio, telephone, and mobile data terminal messages. Subordinate duties involve maintaining radio telephone communications logs, periodically monitoring the security of facilities, briefing others concerning need-to-know information so that they may perform their duties, conducting periodic status reports and checks on environmental and climatic conditions that may affect the community or operations of the agency, conducting inquiries into state and national communications networks, filing reports, and maintaining an orderly and clean working environment. When not handling major and subordinate duties, incumbents are expected to use their self-directed work time in an efficient manner. This means self-initiating performance on those priority tasks assigned to this position by command personnel. The incumbent is expected to accept the responsibility for knowing his or her routine job assignments and performing them without having to be consistently told to do so.

Work conditions and work load varies by shift. Typically, afternoon and day shifts during the weekends are busiest and are the most demanding of the incumbent. Tasks are performed inside and typically do not require heavy lifting, pushing, pulling or carrying heavy loads. Mental alertness is very important because of the need to make fine discriminations and decisions concerning the most appropriate response to a request for emergency service.

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 Agency'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 remedial 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; 1 Chief, 2 Deputy Chiefs, 9 Supervisors and 28 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."

Job Description

See attached job description for Telecommunicator

Work Schedule

Part-Time Telecommunicators fill in for full-time operators as needed. This position may require occasional 8.5 hour working assignments, which includes nights, weekends, and holidays as they relate to maintaining a fully operational 24 hour facility.

Current Wage/Salary Rates

Starting hourly pay for part-time Telecommunicator is \$22.49 and top pay is \$26.47 achieved within 2 years.

Qualification Information

Driver's License Applicants must have a current automobile driver's or chauffeur's license.

Physical/Health Applicants must successfully complete mental and physical examinations, oral examination and background investigation.

Character 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.

Education Applicants must have a High School diploma or G.E.D. at the time of hire.

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 Deputy Chief Keane at (847) 945-8636.

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).

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.