



LATERAL ENTRY - POLICE OFFICER VILLAGE OF BERKELEY, ILLINOIS

The Village of Berkeley incorporated in 1924 and is a mature community that is home to 5,200 culturally diverse citizens and is located 15 miles west of downtown Chicago, Illinois. The Police Department is committed to providing the highest quality police service to those who live and work in the Village of Berkeley. The Department works in collaboration with the community and strives to maintain the utmost level of public safety with the goal of maintaining the quality of life expected within the Village.

The Police Department is made up of 22 Sworn Officers and thirteen civilian positions. The Department responds to approximately 15,000 calls for service annually, which range from emergency calls to general service calls.

If you are currently or were recently employed as a full time (non-probationary), certified law enforcement officer with at least 2 years of experience, and are interested in becoming a Police Officer for the Village of Berkeley, IL applications are being accepted **1 June 2017 through 23 June, 2017**

The starting salary for a Police Officer Lateral transfer is **\$65,922 - \$72,541 DOQ**. Berkeley Police officers also receive an Education Incentive Pay of up to **\$3600** a year, plus annual Sick leave, Holiday pay, Personal Days, Medical and Dental insurance, and after a successful completion of one year, a vacation allowance. They can also qualify for several other incentives and stipends depending on training and assignments.

Applicants must be at least 23 years of age at the time of appointment and are currently or recently employed as a full time (non-probationary), Illinois certified law enforcement officer with at least 2 years of experience.

All lateral transfer entry process candidates must provide documentation to show that they are currently or recently were employed as a full time certified Peace Officer in the State of Illinois. Applicants must provide documentation that they have fulfilled the requirements of the Illinois Police Training Act.

Lateral transfer entry candidates who meet these requirements and are selected for entry will not be required to take an entry level written exam or entry level physical agility exam. Lateral transfer entry candidates will be required to complete all other phases of the entry process before an offer of employment.

This process will also include:

- Application and experience verification
- Oral Interviews
- Background Investigation
- Psychological exam
- Polygraph exam
- Medical exam

Lateral candidate applicants can pick up an application at the Berkeley Police Department located at **The Berkeley Village Hall, 5819 Electric Avenue, Berkeley, Illinois 60163** and will be required to file an application and resume with all training documents and certifications prior to the close of business on **June 23rd, 2017**, at the Berkeley Police Department.

Once hired, the applicant will be required to successfully complete a field training program and 18-month probation period. All non-probationary Berkeley Patrol Officers are represented by the Illinois Council of Police.

Questions pertaining to this employment can be directed to:
Commander Blake Garcia – 708-449-8716

The Village of Berkeley is an equal Opportunity employer and all are encouraged to apply.



BERKELEY, ILLINOIS POLICE DEPT. LATERAL ENTRY POLICE OFFICER APPLICATION

The Berkeley Police Department accepts for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, sexual orientation, age, marital status, military status, order of protection status, physical or mental handicap unrelated to ability to perform the essential job functions or any other status or class protected by federal, state, or local law.

The Berkeley 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. The Berkeley Police Department complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the Village of Berkeley Human Resources Director in advance.

All information contained in or connected with this application will be considered personal and confidential to the extent possible or permitted by law and used only in conjunction with your possible employment by the Berkeley Police Department. Please furnish us with complete information as outlined in this 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 applications, 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 disqualify you for consideration of employment by the Berkeley Police Department.

THIS FORM IS A PART OF THE EXAMINATION PROCESS AND MUST BE COMPLETED IN ITS ENTIRETY and ALL REQUIRED DOCUMENTS MUST BE ATTACHED UPON SUBMISSION.

Minimum Qualifications

Applicants for lateral appointment to the position of Police Officer must meet the following minimum qualifications and requirements at the time of application:

- 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
- Experience - at least 2 years' experience as a full time sworn, certified law enforcement officer with a municipal police department within the last 3 years
- Valid Driver's License.
- 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: a resume; professional licenses; training certificates; documents confirming work experience; birth certificate; high school diploma or GED certificate; transcripts of higher learning; naval or military service board and discharge papers (DD-214); employee evaluations; and any other employment related material as requested or required.
- Provide proof of successfully passing the POWER test within 45 days of the creation of the Berkeley Police Department Lateral Entry Eligibility List. Those candidates selected for the Lateral Entry Eligibility List who are unable to provide this will be removed from the initial Eligibility List and ongoing consideration during the current cycle.

Selection Process

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

- Pre-screening interview by police department command staff
- Certification of applicants by the Board of Fire and Police Commissioners
- Character and background investigation
- Credit check
- Polygraph examination
- Post-offer examinations including but not limited to: psychological evaluation; medical examination; vision screening; and drug screening.
- All appointments are subject to a probationary period (18 months)
- 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 of 4:30 PM, Friday, June 23rd, 2017. Placement on any lateral entry eligibility list shall be based upon the relative excellence of the applicants.

In the event that prescreening 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 Application Packet as required and attach and return all required certificates and other documentation. Check when attached.

- Application for Employment
- Resume
- Photocopy of certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course
- Photocopy of Driver's License
- Photocopy of High School Diploma or G.E.D.
- Photocopy of College Degree (Transcripts accepted for review)
- All In-Service training course certificates in excess of 40 hours or more
- Authorization to Release Information Form

Applicants submitting incorrect or insufficient proof or incomplete applications will be automatically disqualified from employment consideration. **RETURN COMPLETED** Application Packet and required materials in person or by mail to: Berkeley Police Department 5819 Electric Ave, Berkeley, IL 60163. **NO FAXED APPLICATIONS ACCEPTED.**

Application deadline is 4:30 PM June 23rd, 2017.

Any questions concerning the employment process should be directed to Commander Blake Garcia, Berkeley Police Department, 5819 Electric Avenue, Berkeley, IL 60163

VILLAGE OF BERKELEY
POSITION TITLE:
DEPARTMENT/DIVISION:
FLSA STATUS:
UPDATED:

POLICE OFFICER
POLICE
NON-EXEMPT
JUNE 01, 2017



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 in the designated area on an assigned shift. 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.

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 patrol, issues written 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 full time 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 as required.

Performs related work as required.

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS

The physical demands described here are representative 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.

REQUIREMENTS OF WORK

Graduation from high school or equivalent and any 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.



Village of Berkeley
Board of Fire and Police Commission



BERKELEY POLICE DEPARTMENT
Equal Employment Opportunity Questionnaire
Lateral Entry Process

The following contact information will NOT be used to determine a candidate's eligibility for employment, and will be used for statistical purposes only. This form will be kept separate from all other employment documents. Please PRINT legibly.

CANDIDATE FULL NAME: _____

HOME ADDRESS: _____

HOME PHONE: (____) _____

WORK PHONE: (____) _____

In case of a change of address, please provide a telephone # that will provide us with your current location: (____) _____

E-mail address _____ DATE OF BIRTH: _____

To comply with established employment standards of the federal Equal Employment Opportunity Commission, the following information is requested. Please check the appropriate boxes below.

SEX: MALE FEMALE

GROUP IDENTITY:

- CAUCASIAN (WHITE)
- AFRICAN AMERICAN
- HISPANIC
- ASIAN
- NATIVE AMERICAN

HOW DID YOU LEARN ABOUT THIS POSITION?

- Current Employee
- Friend/Relative (non-employee)
- Village of Berkeley Website
- Newspaper Advertisement (Paper: _____)
- Internet Job Posting
- Professional Publication (Name: _____)
- School or College Posting
- Recruiting Event (Where: _____)
- Walk-In
- Other (_____)

***THIS FORM MUST BE COMPLETED AND RETURNED WITH THE JOB APPLICATION**

BERKELEY IS AN EQUAL OPPORTUNITY EMPLOYER



5819 Electric Ave, Berkeley, Illinois 60163

Police Department Telephone 708.449.8716

Village website www.berkeley.il.us



Village of Berkeley
Board of Fire and Police Commission



BERKELEY POLICE DEPARTMENT
 ADA ACCOMMODATION FORM

 APPLICANT'S NAME (Please Print)

 DATE

I acknowledge receipt of the Village of Berkeley job description for Police Officer dated June 01, 2017. I also acknowledge that I have read the Village of Berkeley job description for Police Officer, dated June 01, 2017.

Are you able to perform the essential job functions listed in the Village of Berkeley job description for Police Officer, dated June 01, 2017, WITH OR WITHOUT AN ACCOMMODATION?

Yes, I CAN perform ALL of the essential job functions without an accommodation.

No, I CANNOT perform ALL of the essential job functions without an accommodation.

If your answer was NO, indicate below which tasks you cannot perform and how you would perform the tasks and with what accommodations.

If an accommodation is required for any phase of the testing process for the position of Police Officer, notification must be made at least five (5) days in advance of that particular process. Notification can be given in writing or by calling 708-449-8716.

 APPLICANT'S SIGNATURE

 DATE

***THIS FORM MUST BE COMPLETED AND RETURNED WITH THE JOB APPLICATION**

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5819 Electric Ave, Berkeley, Illinois 60163

Police Department Telephone 708.449.8716

Village website www.berkeley.il.us



Village of Berkeley Board of Fire and Police Commission



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 applications, or examination of appointment. Any false statements on this application will be considered sufficient cause for dismissal. **All entries must be printed, legibly with an ink pen or typewritten.** If space provided is not sufficient for complete answers or if you wish to provide additional information, show on the reverse side of the application.

DATE:	APPLICATION FOR THE POSITION OF POLICE OFFICER			
Name Last	First	Middle	Social Security Number: XXX-XX- _____	
			Driver's License Number:	
Present address:		City	State	Zip Code
How long have you lived at this address?	Home Telephone	Business Telephone		Alternate Contact Number
Date of Birth	Email address			
Give your home addresses for the past ten years, excluding your present address:				
(Do not use rural route numbers or box numbers. Provide Month & Year)				
address:	City	State	Zip Code	Month & Year
address:	City	State	Zip Code	Month & Year
address:	City	State	Zip Code	Month & Year
address:	City	State	Zip Code	Month & Year
address:	City	State	Zip Code	Month & Year
Have you reached the age of 21 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		If naturalized Citizen give date _____ / _____ / _____		
Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes explain _____ _____ _____		Were you ever convicted of Driving Under the Influence or any other driving offense? <input type="checkbox"/> No <input type="checkbox"/> Yes, where & disposition _____ _____ _____		



Village of Berkeley Board of Fire and Police Commission



Education	High School/Equivalent	College/University	Trade/Vocational
School Name and Address	_____	_____	_____
Years Completed	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Degree Major Course of study	Diploma <input type="radio"/> Yes <input type="radio"/> No	Total hours _____	
Relevant Courses Special Training Internships			

Have you ever applied for employment with this or other police departments?

No Yes, list the department names: _____

Were you ever discharged or asked to resign from your employment?

No Yes, _____ give _____ details:

List below your past work record for the last 20 years, please include all full and part time positions.

Begin with the most current position. **(Use backside of application if necessary).**

Employer Name	Telephone	Dates Employed		Description of position / work performed
		From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Reason For Leaving				

May we contact your present employer? No Yes Applicant's Signature _____



Village of Berkeley Board of Fire and Police Commission



Employer Name	Telephone	Dates Employed		Description of position / work performed
		From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				

Reason For Leaving _____

Employer Name	Telephone	Dates Employed		Description of position / work performed
		From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				

Reason For Leaving _____

List all Professional Registrations, Licenses, and/or Certificates

Have you ever served on active duty in the Armed Services of the United States? No Yes, If yes give:

Branch of Service _____

Dates _____

Rank at discharge _____

◆ Include a copy of your certified DD214 or Separation Papers.

Were you ever convicted in a Court Martial or were the subject of a Summary Court or any other disciplinary action?

No

Yes, give details, type of action, charges & disposition:

List any Commendations and/or Citations awarded to you as a member of the Armed Forces



Village of Berkeley Board of Fire and Police Commission



Read the Following Carefully before Signing this Application

By signing below, I acknowledge that I have truthfully answered all the questions on this employment application and the information provided is accurate and complete. I authorize the Village of Berkeley and its agents to investigate and verify the information provided herein. I understand that misrepresentation or omission of facts contained in this employment application is cause for disqualification from employment consideration or, if hired, for dismissal without notice or benefits. I understand that this document does not constitute an offer of employment or employment contract and establishes no obligation on the part of the Village of Berkeley or its agencies to employ me.

Furthermore, by signing below I authorize my current and former employers and their agents, references, schools, and military authorities to furnish their records of my service, my reason for leaving their employ, and any other information relevant to my suitability for employment. I release my current and former employers and their agents, references, schools, military authorities and the Village of Berkeley and its agents from any and all liability or damage whatsoever which may result because of furnishing such information.

Signature

Date

THIS JOB APPLICATION MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED WITH ALL REQUIRED DOCUMENTATION.



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