



## POLICE OFFICE APPLICANT FACT SHEET

The following information is supplied in an effort to inform you about the Village of Bartlett 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 any specific questions on any of these items, or about the Village of Bartlett, please feel free to contact the Bartlett Police Department at (630) 837-0846.

All appointments to the Police Department (with the exception of Chief of Police, Deputy Chiefs, Commanders and civilian personnel) are made by the Board of Fire and Police Commissioners who are appointed by the Village President and the Board of Trustees.

Citizenship	Applicants must be U.S. citizens at the time of the application.
Age	Applicants must be at least 21 years of age at the time of their original appointment and have not reached their 35th birthday as of the last date that applications are due. Applicants will be exempt from the age-35 hiring requirement as permitted by 65 ILCS 5/10-2.1-6(a) & (d) and 65 ILCS 5/10-2.1-14, as those statutory Sections may be amended from time to time.
Driver's License	Applicants must possess a valid driver's license at the time of hire.
Orientation	The Board of Fire and Police Commissioners does not require applicants to attend an orientation session.
Written Examination	Applicants must attain a passing score of at least 70.00 percent on the written examination in order to continue with the entry-level or Certified Eligible Lateral Appointment Process. Candidates who fail to achieve a passing grade will be notified in writing and eliminated from the current testing process.
Oral Interviews	The Board of Fire and Police Commissioners in its discretion shall periodically select a number of candidates from the Primary Eligibility Register (prior to its expiration date) who will be required to participate in an oral interview that is conducted by the Board and/or its testing agent. Candidates must attain a passing score of at least 70.00 percent on the oral interview process in order to be placed on the Final Eligibility Register. Candidates who fail to successfully complete the oral interview process will be notified in writing and eliminated from the current testing process.
Selection Timeline	The Board of Fire and Police Commissioners (BFPC) or its testing agent shall prepare and post a Primary Eligibility Register from the Initial Eligibility List, which shall include any claimed and approved preference points described in the BFPC Rules and Regulations. The posting and notification process for this Primary Eligibility Register will follow the process described in the BFPC Rules and Regulations. The Primary Eligibility Register shall remain valid for two (2) years after which it will expire and the BFPC will strike off all remaining names. Before the aforementioned two-year



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expiration date, candidates may be selected from the Primary Eligibility Register for the oral interview process described in the BFPC Rules and Regulations.

Reapplication	Applicants who are not selected may re-apply for future openings.
Physical Health	An offer of employment shall be conditioned upon the candidate submitting to and successfully passing a medical examination (which may include a test of the candidate's vision and hearing, as well as a test to screen for the use of illegal drugs). The extent and scope of these medical examinations shall be determined by the Board of Fire and Police Commissioners and shall be graded on a pass/fail basis. The Board of Fire and Police Commissioners shall pay for these medical examinations. Any candidate who fails to complete and pass the psychological and the medical examinations will be notified in writing and eliminated from the current testing process.
Psychological	An offer of employment shall also be conditioned upon the candidate submitting to and successfully passing a psychological examination. The extent and scope of these psychological examinations shall be determined by the Board of Fire and Police Commissioners and shall be graded on a pass/fail basis. The Board of Fire and Police Commissioners shall pay for these psychological examinations. Any candidate who fails to complete and pass the psychological examinations will be notified in writing and eliminated from the current testing process.
Character	<p>Before a candidate on the Final Eligibility Register is given a conditional offer of employment, the candidate must successfully pass a character and background investigation, which may include a polygraph examination, that will be graded on a pass/fail basis. The results of a polygraph examination shall not be a single determinant of qualification for employment, but shall be used as an adjunct to the character and background investigation. A candidate who fails to complete and pass the character and background investigation will be notified in writing and eliminated from the current testing process. The Board of Fire and Police Commissioners may select any number of candidates from the Final Eligibility Register to undergo a character and background investigation.</p> <p>Village police department staff or another investigative agent may be designated by the Board of Fire and Police Commissioners to perform the character and background investigation. As part of this process, candidates shall be required to be fingerprinted. Such fingerprints shall be submitted to the Federal Bureau of Investigation and the Illinois State Police. The investigation may include, but not be limited to, verification of the qualification credentials such as age, citizenship, and driving records. Such investigation may also examine the candidate's work record, criminal</p>



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conviction history, educational experience, personal references and other factors relating to the candidate's background and life experience. The background investigation may also include a ride along and oral interview with the candidate.

Education	Applicants must possess a high school diploma or equivalent at the time of application.
Physical Agility	All applicants must be able to successfully pass the State of Illinois POWER Test prior to admission into the basic law enforcement training academy. If the applicant does not meet all the standards, he/she will not be allowed to enter the basic law enforcement training academy.
Polygraph Exam	Before a candidate on the Final Eligibility Register is given a conditional offer of employment, the candidate must successfully pass a character and background investigation, which may include a polygraph examination, that will be graded on a pass/fail basis. The results of a polygraph examination shall not be a single determinant of qualification for employment, but shall be used as an adjunct to the character and background investigation. A candidate who fails to complete and pass the character and background investigation will be notified in writing and eliminated from the current testing process. Areas covered will include honesty regarding elements of your application, work history, criminal convictions, alcohol and illegal substance use or abuse, criminal activity, and gang affiliation.
Training	Once hired, recruits begin a probationary period which is normally eighteen (18) months in duration, but which can be extended to twenty-four (24) months, and they are sent to a State Certified Training Academy for the Basic Law Enforcement Course. In accordance with state law, each recruit must successfully pass the State Certification Test. Once passing the state certification course, the recruit will be assigned to a specially trained Field Training Officer for additional training.
Work Schedule	Normally, Police Officers work an average of forty (40) hours per week, for a total of 2,080 hours per year. In the Patrol Section, officers work 12-hour rotating shifts.
Benefits	The Village of Bartlett offers a comprehensive benefit package for the employee and his/her dependents, including sick leave, hospitalization, life insurance and dental insurance. Vacation and holiday benefits are also provided.
Deferred Comp	Village of Bartlett employees may participate in a deferred compensation plan.
Police Pension	All sworn Police Officers are eligible to participate in the Police Pension



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Fund. The officer must make a written application to the Pension Board to participate. The Police Pension Board will make a decision on whether to accept or reject the application, based on the criteria provided in the Illinois Compiled Statutes.

**Voluntary Retirement** Police Officers are eligible to retire from the Police Department at age 55, with 25 years of service with the Department. (40 ILCS 5/3-111(d))

**Uniforms** Personnel, on initial hiring to the Police Department, are issued initial uniforms and equipment in lieu of receiving a Uniform Allowance. Officers are required to purchase their own firearms. Each year thereafter, officers receive a uniform allowance, the amount of which is determined by the Collective Bargaining Agreement.

**Appearance** All employees are expected to present a professional appearance. Body piercing, other than ear piercing, must not be visible. Visible tattoos are permitted except on the head, neck, face, ears, fingers and hands. Lower arm tattoos may extend down no further than a line around the circumference of the wrist measured at the wrist bone (the prominent head of the ulna as it meets the wrist below the little finger). Tattoos that are prejudicial to good order and discipline, or that are of a nature to bring discredit upon law enforcement, are prohibited. Examples include, but are not limited to, tattoos that are drug-related, gang-related, extremist, obscene or indecent, sexist, or racist. Prospective employees shall provide information on all of their tattoos to include the location and the nature of the tattoos. The Chief of Police or his/her designee will make the final determination, in accordance with Department policy, as to whether an applicant's tattoo(s) complies with Department policy. Restrictions are also in place for hair styles, facial hair, and any facial modifications that deviate from conventional anatomical features such as earlobe gauges, subdermal implants, tongue piercing, etc.

**Wage/Salary** As of May 2023, the starting pay for a Police Officer is \$77,704. Top pay is \$110,071. Employees are paid bi-weekly on Fridays, with twenty-six pay periods per year.

**Education** The Village of Bartlett may reimburse employees for college level courses taken in pursuit of a college level degree, while employed. The rate of reimbursement is dependent on the budget, type of course taken, relation to the employee's position, and grade achieved.

**Holidays/Vacation** Employees are eligible for both vacation and holidays, which include personal days.

**THE VILLAGE OF BARTLETT IS AN EQUAL OPPORTUNITY EMPLOYER**



# Village of Bartlett

## Job Description

Position Title: **Police Officer**

Department: Police

FLSA Status: Non-Exempt

### **DEFINITION**

To perform a variety of duties in the enforcement of laws and the prevention of crimes; to control traffic flow and enforce State and local traffic regulations; to perform investigation activities; and to perform a variety of technical and administrative tasks in support of the department.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision from the supervisory staff.
- Exercises supervision when acting as Officer In Charge or in emergency situations as senior ranking officer per department policy.

**FUNCTION STATEMENTS** – Essential and other important responsibilities and duties may include, but are not limited to, the following:

#### **Essential Functions:**

- Patrol a designated area of the village to preserve law and order, discover and prevent the commission of crimes; enforce traffic and other laws and ordinances; check buildings for physical security.
- Respond to general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents.
- Collect, process, photograph and present evidence including fingerprints, fibers, blood and related physical evidence.
- Enforce traffic laws and ordinances; check speed with radar; perform selective traffic enforcement; issue warnings and citations.
- Direct traffic at fires, special events, and other emergency or congested situations.
- Assist motorists in distress; clear roadway hazards; enforce parking ordinances.

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.*

- Conduct traffic accident analyses and general traffic surveys; conduct investigations of serious injury and fatality traffic accidents.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention; make public presentations as assigned.
- Investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend and arrest offenders; testify and present evidence in court.
- Prepare reports on calls for service, criminal complaints, arrests made, activities performed, and unusual incidents observed.
- Maintain custody of detainees; transfer detainees to holding facility.
- Work with Directed Patrol Unit in support of operational plans for hot spots and high visibility selective traffic enforcement.
- Work required hours, which may include various hours, days, and shifts.

#### **Marginal Functions:**

- Perform a variety of special projects as assigned.
- Provide assistance to the Investigations and Support Services Section as needed or assigned.
- Maintain and inspect department equipment; report damage or disrepair.
- Perform related duties and responsibilities as required.

#### **Job Safety:**

- Recognize hazards present which may result in an accident or injury.
- Reduce accident potential through participation in safety and risk management programs.
- Comply with and adhere to departmental and village safety procedures and training as identified in the village's safety manual.
- Actively identify potential risks and hazards to avoid accidents and injuries.
- Report potential risks and hazards to his/her supervisor and the village's safety committee so that proper loss control measures can be put into effect.
- Promptly report all accidents resulting in injuries to employees or damage to public or private property, no matter how significant, to his/her supervisor or designee no later than the end of the current shift during which the accident occurred.

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## **QUALIFICATIONS**

### **Knowledge of:**

- Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.
- Criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence.
- Offensive and defensive weapons nomenclature and theory.
- First aid principles, practices and techniques.
- Self defense tactics.
- Interviewing and interrogation techniques.
- Public relations techniques.
- Report writing techniques and procedures.

### **Ability to:**

- Operation of standard equipment and facilities required in the performance of assigned tasks.
- Observe accurately and remember names, faces, numbers, incidents, and places.
- Use and properly care for firearms.
- Understand, interpret and apply laws, regulations, policies, and procedures.
- Prepare clear, accurate and grammatically correct written reports.
- Analyze situations quickly and objectively to determine and take emergency action.
- Identify potential crime situations or traffic hazards and take preventive action.
- Meet the first aid requirement as prescribed by the State of Illinois; administer first aid.
- Meet the physical requirements established by the department.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of:
  - Exercising sound judgment and rational thinking under dangerous circumstances.
  - Evaluating various options and alternatives and choosing an appropriate and reasonable course of action.

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- Demonstrating intellectual capabilities during training and testing processes.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - Effecting arrests.
  - Subduing resisting individuals.
  - Chasing fleeing subjects.
  - Running, walking, crouching or crawling during emergency operations.
  - Moving equipment and injured or deceased persons.
  - Climbing stairs or ladders.
  - Performing life-saving and rescue procedures.
  - Walking, standing or sitting for extended periods of time.
  - Operating assigned equipment and vehicles.
- Effectively deal with personal danger which may include exposure to:
  - Armed and dangerous persons.
  - Dangerous animals.
  - Communicable diseases.
  - Hazards of emergency driving.
  - Hazards associated with traffic control and working in and near traffic.
  - Natural and man-made disasters.
- Maintain effective audio-visual discrimination and perception needed for:
  - Making observations.
  - Communicating with others.
  - Reading and writing.
  - Operating assigned equipment and vehicles.

**Experience and Training Guidelines:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Training – High school diploma or GED.

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**License or Certificate:**

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Possession of a Peace Officer Certification issued by the Illinois Law Enforcement Training and Standards Board.

**WORKING CONDITIONS****Environmental Conditions:**

- Work in an office or emergency peace control environment.
- May work in intense life-threatening conditions.
- Exposure to dangerous persons, firearms, bodily fluids, and noise.
- May work in inclement weather conditions.
- May be exposed to emergency and disaster situations.
- May work in stressful situations.

**Physical Conditions:**

- Sitting, standing, running, walking, crawling, climbing, stooping, and lifting for prolonged periods of time.
- Operating a motorized vehicle.

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