

City of Highland Park Police Department

Thank you for your interest in the City of Highland Park Police Department. Please read this document carefully, paying particular attention to deadlines and required documents:

Police Officer Minimum Requirements

- \$35 non-refundable application fee;
 - To request an application fee waiver due to financial hardship contact Public Safety Recruitment at (800) 343-HIRE or info@publicsafetyrecruitment.com
- U.S. Citizen;
- Between the ages of 21 and 34 by written exam (9/21/2013); *applications will be accepted from candidates who are 20 years of age and have successfully completed at least 60 semester hours (90 quarter hours) in the study of law enforcement at an accredited college or university;*
- High School Diploma or Equivalent (GED);
- Completed 60 semester hours (90 quarter hours) of college credit at an accredited college or university **OR** have completed four (4) years of continuous military service;
- Valid Driver's License;
- Successful completion of POWER test within six (6) months PRIOR to application deadline (8/23/2013);
 - Candidates may take the POWER test at NIPSTA (Northeastern Illinois Public Safety Training Academy) in Glenview, IL. Contact NIPSTA online at www.nipsta.org or call 847-998-8980 for more information. POWER tests are available on July 19th and August 10th. *Registration MUST be completed at least three days prior to selected POWER test date.*
- Proof of military service to qualify for military preference points;
- Successfully complete an online application and submit all required documents no later than 12 NOON on August 23, 2013.

Application Instructions

- 1) Visit www.publicsafetyrecruitment.com to pay the non-refundable application fee and to complete the online application for the position of Police Officer. The deadline to complete and confirm the online application is **12 noon on Friday, August 23, 2013**. When completed, you will receive a confirmation number. Save this number for your records.
- 2) Candidates who do NOT have a valid POWER test card must successfully complete the POWER test. POWER tests are available on July 19th and August 10th at NIPSTA. Registration must be completed at least three (3) days prior to the selected POWER test date. For more information or to register for the POWER test, contact NIPSTA at www.NIPSTA.org or call 847-998-8980. POWER Test cards will be accepted from any authorized POWER test administrator.
- 3) **Return signed release forms and required documents** (see checklist) **to Public Safety Recruitment before 12 noon on Friday, August 23, 2013**. Documents should be directed to **Public Safety Recruitment, Attn.: HP Police, 1127 S. Mannheim Rd., Suite 203, Westchester, IL 60154**. Documents may be delivered by hand or by mail; traceable courier is suggested to ensure timely delivery. Applications received after 12 noon on Friday, August 23, 2013 will **NOT** be accepted. Faxed and/or postmarked release forms and required documents will **NOT** be accepted.
- 4) **Attend Written Exam on Saturday, September 21, 2013 at Highland Park High School, 3rd floor, Rooms A342, 343, 433 Vine Street, Highland Park, IL 60035. Arrive at 8:30 a.m. with valid driver's license or state ID to sign in.** Testing will begin at 9 a.m. sharp. Candidates arriving late will not be permitted into testing. No exceptions.

All portions of the testing process are mandatory. Failure to attend and successfully complete any portion of the process will result in elimination from employment consideration.

Please visit our website to pay the application fee and complete the online application

www.publicsafetyrecruitment.com.

If you have any questions, please contact Public Safety Recruitment

1-800-343-HIRE ~ e-mail: info@publicsafetyrecruitment.com

9 am – 5 pm Monday through Thursday and 9 am – 3 pm on Friday;

Closed weekends and holidays

CHECK LIST: HIGHLAND PARK, ILLINOIS POLICE DEPARTMENT

Application:

DEADLINE: 8/23/13 at NOON

☐ Confirmed online

WRITE YOUR CONFIRMATION NUMBER HERE: _____

(The confirmation page immediately follows the references section of the online application)

Release Forms: (pages 1-10)

DEADLINE: 8/23/13 at NOON

***No photocopies or fax copies will be accepted. You must submit the ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES. Acceptable witness signatures include adult family members and friends.**

☐ Consumer Reports*

☐ Credit History*

☐ Criminal History Information/ Fingerprint*

☐ Driving Record*

☐ Employment Past and Present*

☐ High School, College, University* Diploma

☐ Personal Information Release to Municipality*

☐ Written Examination*

☐ EEO Form*

Other required documents:

DEADLINE: 8/23/13 at NOON

☐ **COPY of High School Diploma or equivalent** (Copy of High School Transcripts with Graduation Date, Dated GED, or Signed Letter on High School letterhead is acceptable. College transcripts are NOT a substitute.)

☐ **COPY of valid Driver's License** (copy of front and back if you received a renewal sticker)

☐ **COPY of Birth Record** - READ CAREFULLY: Must contain the applicant's full name and date of birth and must be verifiable. To be verifiable, it must be possible to contact the regulatory authority to confirm the authenticity of the document.

ONE OF THE FOLLOWING IS ACCEPTABLE AND REQUIRED:

☐ **Copy of U.S. Birth certificate** (Copy of original or certified by a Board of Health or Bureau of Vital statistics within the U.S. State Department or U.S. territories Hospital copy not accepted.)

OR

☐ **Copy of valid U.S. Passport**

OR

☐ **Copy of Naturalization Papers**

☐ **COPY of valid POWER Test Card** (POWER test cards considered valid only if dated within six (6) months prior to August 23, 2013. POWER test cards MUST be issued from an authorized POWER test administrator.)

ONE OF THE FOLLOWING IS REQUIRED:

☐ **COPY of official College/University Transcripts** (MUST show proof of at least 60 semester hours (90 quarter hours) of successfully completed college credit from an accredited college/university. *Candidates 20 years of age must show proof of 60 semester hours (90 quarter hours) of completed course work in the study of law enforcement from an accredited college/university.* Transcripts must be issued from registrar's office or similar to be considered official.)

OR

☐ **COPY of military form DD-214** (MUST show four (4) completed years of continuous service in the U.S. Military)

Applications will not be verified until after the deadline has passed. I/O Solutions is not responsible for late, misdirected or incomplete application submissions. You must submit all required documents and have successfully CONFIRMED your online application by the deadline in order to be eligible to attend any portion of testing. You may drop your application documents off in person or by mail; however, all documents including your online application are due by the deadline as indicated.

PLEASE SUBMIT RELEASE FORMS & OTHER REQUIRED DOCUMENTS TO:

PUBLIC SAFETY RECRUITMENT

ATTN: HP POLICE

1127 S. MANNHEIM RD., SUITE 203

WESTCHESTER, IL 60154

DO NOT SUBMIT REQUIRED DOCUMENTS TO THE DEPARTMENT OR CITY OF HIGHLAND PARK.

IMPORTANT NOTICE TO APPLICANT: PLEASE READ THIS NOTICE AND CONSENT FORM CAREFULLY BEFORE SIGNING. YOU WILL BE PROVIDED WITH A COPY OF THIS FORM AT ANY TIME UPON REQUEST

NOTICE AND CONSENT CONCERNING CONSUMER REPORTS FOR EMPLOYMENT PURPOSES

This form, which you should read carefully, has been provided to you because I/O Solutions, Inc. (hereinafter referred to as "the Company") or the Department(s) to whom you request the Company to forward your application (hereinafter referred to as "the Department(s)") may request consumer reports or investigative consumer reports. Any requests for consumer reports or investigative consumer reports from the Company will be made on behalf of any or all of the Department(s). The consumer reports or investigative consumer reports may then be reviewed by any or all of the Department(s).

For the benefit of the Department(s), the Company may perform applicant background checks and employee investigations. These background checks and investigations may be performed by the Company, in whole or in part, at the Company's discretion. The Department(s) may also perform applicant background checks and employee investigations. These background checks and investigations may be performed by the Department(s), in whole or in part, at the discretion of the Department(s).

The Company's and Department(s)' background checks may also include the use of consumer reporting agencies to gather and report information in the form of consumer or investigative consumer reports regulated by federal law. Such reports, if obtained, will be prepared by consumer reporting agencies and may contain information concerning your credit standing or worthiness, character, general reputation, personal characteristics, or mode of living. Federal law defines a "consumer reporting agency" as any person (or entity) which for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing reports to third parties. The Company is not a consumer reporting agency nor are the Department(s).

The types of reports that may be requested from consumer reporting agencies under this policy, include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances. Any information contained in such reports may be taken into consideration by the Department(s) in evaluating your suitability for employment, promotion, reassignment or retention as an employee. Any information contained in such reports may be used for other purposes required by law or ethical business practices.

If the Company or Department(s) request(s) an investigative consumer report to be performed by a consumer reporting agency, as defined by federal law, you will receive a notice indicating that the report has been requested no later than three days after the request is made to the agency. This additional notice, if issued, will provide you with further information pertaining to federal law governing investigative consumer reports. You will not receive such a notice if the investigation is performed by the Company or a person or entity other than a consumer reporting agency.

If any adverse decision is made with regard to your application for employment or subsequent employment by a Department(s), based entirely or in part on the information contained in a consumer report or investigative consumer report prepared by a consumer reporting agency, the Department(s) are required to notify you and give you a copy of the report, as well as a summary of your applicable rights. If you have ever filed for bankruptcy, the Department(s) may not base an employment decision solely on this information.

Your consent is required by law before the Company or the Department(s) may obtain a consumer report or investigative consumer report from a consumer reporting agency pertaining to your submission of an application for employment with a Department. Your signature below indicates that you have carefully read and understand that the Company and the Department(s) may request and review a consumer report or investigative consumer report regarding you, consistent with this policy, in connection with your application for employment and that you consent to the release of such consumer reports or investigative consumer reports to the Company and the Department(s) for employment purposes, including any future decisions concerning your employment, promotion, reassignment or retention. You also consent to release of this information to the Company and the Department(s) for other purposes required by law or ethical business practices. Your signature additionally reflects your understanding that such consent will remain in effect indefinitely until you revoke it (cancel it) in writing, as described below.

Refusal to consent to a consumer report or investigative consumer report as required by this notice may result in rejection of an application, or withdrawal of an offer of employment.

CONSENT STATEMENT

I have carefully read and understand this notice and consent form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to the City of Highland Park or I/O Solutions, Inc. (hereinafter referred to as "the Company") (and thereby to the departments to whom I have requested the Company to forward my application (hereinafter referred to as "the Department(s)")). I further understand that this consent will remain in effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so by either signing the Refusal or Revocation of Consent Statement below and returning it to the Company, at 1127 S Mannheim Rd, Suite 203, Westchester, IL 60154, or sending a signed letter or statement to the Company at the same address, indicating that I revoke my consent to the Company's obtaining consumer reports or investigative reports about me for employment purposes. I further understand that any and all information contained in my job application or otherwise disclosed to the City of Highland Park or to the Company by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Company and confirm that all such information is true and correct.

Name of applicant (Printed)

Social Security Number

Applicant Signature

Date

REFUSAL OR REVOCATION OF CONSENT STATEMENT (DO NOT SIGN UNLESS YOU HAVE DECIDED THAT YOU WILL NOT CONSENT, OR WILL NO LONGER CONSENT TO THE CITY OF HIGHLAND PARK OR THE COMPANY OBTAINING CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS REGARDING YOU FOR EMPLOYMENT OR OTHER PURPOSES.)

I do not consent to the City of Highland Park or I/O Solutions, Inc. (hereinafter referred to as "the Company") obtaining consumer reports or investigative reports about me in connection with my employment or any other purposes. If I have previously granted my consent, I hereby revoke it and understand that such revocation will take effect immediately after the Company receives this written revocation and has actual knowledge of it sufficient to communicate the revocation to those employees or agents of the Company who typically request consumer reports for the Company.

Name of applicant (Printed)

Social Security Number

Applicant Signature

Date

DO NOT SIGN ABOVE UNLESS YOU HAVE DECIDED THAT YOU WILL NOT CONSENT

CREDIT HISTORY

DISCLOSURE

This is to inform you that in processing your application an investigation will be made whereby information is obtained from private credit reporting agencies as to your credit history. This investigative consumer report includes, if applicable, information as to your character, general reputation, personal characteristics, and mode of living. You have the right to make a written request within a reasonable period of time to receive detailed information about the nature and scope of this investigation.

CONSENT AND AUTHORIZATION TO INVESTIGATE CREDIT HISTORY

I hereby authorize and consent to a thorough investigation of my past and present credit history and disclosure of the results of that investigation to third parties. I understand that release of my past and present credit records by this written authorization will result in the disclosure of those records. I understand that this investigative consumer report can include, if applicable, information as to my character, general reputation, personal characteristics, and mode of living.

RELEASE

I hereby consent to the release of the results of the investigation of my credit history and other relevant information to authorized representatives of the City of Highland Park or I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Fire/Police Departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Highland Park, the City of Highland Park Board of Fire and Police Commissioners and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of my past and present credit history and the disclosure of the results of that investigation as authorized by me.

I waive the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820 ILCS § 40/7(1). I also acknowledge that I have had the opportunity to discuss the importance of this waiver with legal counsel of my own choosing.

Agreed to: _____	Date_____
Applicant Name, printed	
_____	Date_____
Applicant Signature	
_____	Date_____
Witness Name, printed	
_____	Date_____
Witness Signature	

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

CRIMINAL HISTORY INFORMATION / FINGERPRINT

DISCLOSURE

This is to inform you that in processing your application an investigation will be made whereby information is obtained from State and local law enforcement agencies for any reportable criminal history information concerning you using your fingerprints. This information can include a record of any convictions, which are required by statute to be collected and maintained by government agencies.

RELEASE

I agree to be fingerprinted by the City of Highland Park and acknowledge that these fingerprints will be used to investigate my criminal history and conviction record. I agree to and understand the release of the results of the investigation, to determine my criminal history information, will result in the disclosure of information concerning whatever criminal history exists regarding me to third parties.

I hereby acknowledge the results of the investigation to determine my criminal history will be released to authorized representatives of the City of Highland Park or I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Fire/Police Departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Highland Park, the City of Highland Park Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation into my criminal history and the disclosure of any of that information.

Agreed to: _____	Date _____
Applicant Name, printed	
_____	Date _____
Applicant Signature	
_____	Date _____
Witness Name, printed	
_____	Date _____
Witness Signature	

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DRIVING RECORD

DISCLOSURE

This is to inform you that in processing your application an investigation will be made whereby information is obtained from the Secretary of State regarding your driving record. This information can include a record of your current driver's license issuance information (exclusive of information on judicial driving permits); convictions and orders entered revoking, suspending, or canceling your driver's license or privilege.

RELEASE

I hereby acknowledge the results of the investigation of my driving record will be released to authorized representatives of the City of Highland Park or I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Fire/Police Departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Highland Park, the City of Highland Park Board of Fire and Police Commissioners, and I/O Solutions, Inc. its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation into and the disclosure of my driving record.

Agreed to: _____	Date _____
Applicant Name, printed	
_____	Date _____
Applicant Signature	
_____	Date _____
Witness Name, printed	
_____	Date _____
Witness Signature	

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EMPLOYMENT: PAST AND PRESENT

CONSENT

I hereby consent to a thorough investigation of my past and present employment activities and agree to cooperate in such investigation. I hereby authorize my past and present employers to release the requested information and to comment on my work record.

RELEASE

I understand that by this written authorization my past and present employment records will be disclosed to third parties.

I hereby consent to the release of the results of the investigation into my past and present employment and other relevant information to authorized representatives of the City of Highland Park and I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Fire/Police Departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Highland Park, the City of Highland Park Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of my past and present employment and the disclosure of the results of that investigation as authorized herein by me.

Agreed to: _____	Date _____
Applicant Name, printed	
_____	Date _____
Applicant Signature	
_____	Date _____
Witness Name, printed	
_____	Date _____
Witness Signature	

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HIGH SCHOOL, COLLEGE, UNIVERSITY DIPLOMA

CONSENT

I hereby consent to an investigation to determine the authenticity of my high school or General Education Diploma, college, or University diploma. I hereby authorize my secondary school or its equivalent to release such information regarding the authenticity of my high school (or its equivalent), college, or university diploma to representatives of the City of Highland Park or I/O Solutions, Inc.

RELEASE

I understand that by this written authorization that information gathered regarding the authenticity of my diploma or its equivalent will be disclosed to third parties.

I hereby consent to the release of results of the investigation of the authenticity of my diploma or its equivalent to authorized representatives of the City of Highland Park or to I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Fire/Police Departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Highland Park, the City of Highland Park Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of the authenticity of my high school (or its equivalent), college, or university diploma and the disclosure of the results of that investigation as authorized herein by me.

Agreed to: _____ Date _____
Applicant Name, printed

_____ Date _____
Applicant Signature

_____ Date _____
Witness Name, printed

_____ Date _____
Witness Signature

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PERSONAL INFORMATION RELEASE TO MUNICIPALITY

DISCLOSURE

This is to inform you that in processing your application an investigation has been made whereby information is obtained concerning you. This information can include a record of all personal information, required by statute to be collected and maintained by government agencies.

RELEASE

I understand that release of the results of the historical investigation profile will result in the disclosure of information regarding me to third parties.

I hereby acknowledge the results of the investigation will be released to authorized representatives of the City of Highland Park or to I/O Solutions, Inc., for appropriate review and dissemination to this municipality and/or Fire/Police Departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Highland Park, the City of Highland Park Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation and the disclosure of any of that information.

Agreed to: _____ Date _____
Applicant Name, printed

_____ Date _____
Applicant Signature

_____ Date _____
Witness Name, printed

_____ Date _____
Witness Signature

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WRITTEN EXAMINATION

RELEASE

By this written authorization I understand that release of the results of my Written Examination will result in disclosure of those test results to third parties.

I hereby consent to the release of the results of my Written Examination for dissemination to the City of Highland Park and to those municipalities and/or Fire/Police Departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Highland Park, the City of Highland Park Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the Written Examination or due to the disclosure of the test and survey results as authorized herein by me.

In the event that I have a disability which will affect my ability to take any examination, I will so inform the City of Highland Park and I/O Solutions, Inc. prior to the administration of the examinations so that a reasonable accommodation can be made. The City of Highland Park and I/O Solutions, Inc. reserves the right to require medical documentation concerning the need for the accommodation.

Agreed to: _____	Date_____
Applicant Name, printed	
_____	Date_____
Applicant Signature	
_____	Date_____
Witness Name, printed	
_____	Date_____
Witness Signature	

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2013 POLICE OFFICER RECRUITMENT

EQUAL OPPORTUNITY EMPLOYER

HUMAN RESOURCES DIVISION
CITY OF HIGHLAND PARK
1707 ST. JOHNS AVENUE
HIGHLAND PARK, IL 60035
PHONE: (847) 926-1007
E-Mail: hr@cityhpil.com
Web Site: www.cityhpil.com



CITY OF HIGHLAND PARK, IL POLICE OFFICER



The Board of Fire and Police Commissioners of the City of Highland Park is accepting applications for the position of Police Officer. Please read the information contained in this packet carefully as it explains the requirements and process for candidates. Keep this information as a reference throughout the entire examination process.

Requirements:

Proof of meeting these requirements must be submitted during the application process described below.

- U.S. Citizen
- Between the ages of 21 and 34 by the written examination on SATURDAY, SEPTEMBER 21, 2013
 - Applications will be accepted from candidates who are 20 years old and have successfully completed 60 semester hours (90 quarter hours) in the study of law enforcement at an accredited college or university
- High school graduate or possess a GED
- Completed 60 semester hours (90 quarter hours) of college at an accredited college or university **OR** have completed 4 years of continuous military service
- Valid driver's license
- Successful completion of POWER test within six months of the close of applications (Friday, August 23, 2013).
 - POWER test cards will be accepted from any authorized POWER test administrator
 - Candidates may take the POWER test at NIPSTA (Northeastern Illinois Public Safety Training Academy) in Glenview, IL. Contact NIPSTA at www.nipsta.org or 847-998-8980 for more information. POWER tests are available on July 19, 2013 and August 10, 2013.
- Proof of military service to qualify for military preference points, if applicable
- File a completed application, required documentation and application fee between no later than August 23, 2012 as described below.

To File an Application:

Applications are being received at www.publicsafetyrecruitment.com by Public Safety Recruitment only. Do not contact the City of Highland Park. If you have any questions, please visit the website, or contact Public Safety Recruitment at 1-800-343-4473 or info@publicsafetyrecruitment.com.

Applicants must complete a detailed online application, submit the application fee of \$35 and the required documents as detailed on the website. To request an application fee waiver due to financial hardship contact Public Safety Recruitment at (800) 343-HIRE or info@publicsafetyrecruitment.com. Prior applications will not be considered when evaluating

applications filed during this recruitment period, however prior applicants are welcome to apply.

Applications must be completed and all required documents submitted by 12 NOON on Friday, August 23, 2013.

All portions of the testing process are mandatory. Failure to attend and complete any portion of the process will result in elimination from the employment process.

The entire selection process for establishing an eligibility list is expected to be approximately 90 days. Applicants are responsible for notifying Public Safety Recruitment of any changes in address, phone number or email address until the written exam (see below). After the written exam, all such notices of changes in contact information should be submitted in writing to the City of Highland Park, Human Resources Division, 1707 St. Johns Ave, Highland Park, IL 60035.

Written Exam:

The written exam will be given on:

DATE: SATURDAY, SEPTEMBER 21, 2013

LOCATION: HIGHLAND PARK HIGH SCHOOL
3rd floor, Rooms A342, 343
433 Vine Street, Highland Park

CHECK-IN: 8:30 – 9:00 A.M.
Bring a photo ID.

TEST STARTS: 9 A.M. SHARP
Candidates arriving late will not be admitted to the exam.

No further reminder or notice of the written exam date will be sent. Once the check-in process is completed, no candidate will be permitted to leave the testing facility until he or she has completed all applicable portions of the written exam.

Candidates must score a 70 or higher on the written exam to proceed further. Candidates will be notified in writing via email of their status following the written exam. The written exam is worth 20% of the total score for a candidate.

Military preference points (3 points) will be awarded to candidates who pass the written exam, who have served at least one year in the US Armed Forces during a time of hostilities with a foreign country, who have been honorably discharged or currently on active duty, and who have submitted proof of same during the application process. Candidates should be aware that military preference points may only be used for one appointment, and those using military preference points on this Police Officer exam process will not be eligible for military preference points on any future promotional process with the City of Highland Park.

Examination Bands:

Following the written examination, examination bands of applicants for further testing will be established. Applicants will be grouped in bands of 24 applicants each in order of his or her score on the written examination. Only the first examination band will proceed through the testing process at this time. Additional examination bands remain eligible for further testing in the future as other groups are processed.

CANDIDATES IN THE FIRST EXAMINATION BAND WILL PROCEED AS FOLLOWS:

Screening Interview:

The screening interview is conducted by a panel of staff members chosen by the Board. This is a preliminary interview to determine an applicant's suitability for the position of Police Officer and is a pass/fail examination element.

The Screening Interview is tentatively scheduled for the week of October 7, 2013. Candidates will be notified in writing via email of their scheduled interview.

AND

Fingerprinting and Preliminary Background Investigation:

Candidates will be notified of a schedule to be fingerprinted by the Highland Park Police Department. The City will conduct a character and background investigation of candidates including a criminal history check. Results will be submitted to the Board for its evaluation.

Fingerprinting will be conducted in conjunction with the Screening Interview, tentatively scheduled for the week of October 7, 2013.

Candidates who pass the Screening Interview and complete the fingerprinting will proceed as follows:

Polygraph Test:

Candidates are required to submit to a polygraph test administered by a licensed polygraph examiner in order to be eligible to continue in the selection process. Results of the polygraph test will be submitted to the Board for its evaluation.

Candidates will be notified of their schedule for the polygraph test in writing. Polygraph exams are tentatively scheduled for the week of October 21, 2013.

Board Review and Oral Interview:

The results of the polygraph examination and preliminary background investigation will be reported to the Board of Fire and Police Commission for review and approval, and candidates will be interviewed by the Board.

Eligible candidates will be notified in writing via email of the date, time and place of each oral interview. Applicants are to call and confirm the receipt of the interview schedule and to accept or decline the interview. Once set, the interview schedule cannot be changed.

Candidates must pass the Board review of polygraph and background investigation and score 70% or higher for the Oral Interview to proceed further. The score on the Oral Interview is worth 80% of the candidate's total score.

The Oral Interviews are tentatively scheduled for November 2, 2013; however the date is subject to change.

Initial Eligibility List

Candidates who pass all of the above portions of the selection process will be placed on the Initial Eligibility List, in rank order of score achieved on the written exam plus oral interview. Candidates will be notified in writing of their placement on the Initial Eligibility List.

Candidates who have served at least one year in the US Armed Forces during a time of hostilities with a foreign country, who have been honorably discharged or currently on active duty, may request the addition of Military preference points (3 points) to be added to their score on the Initial Eligibility List. Candidates should be aware that military preference points may only be used for one appointment, and those using military preference points on this Police Officer exam process will not be eligible for military preference points on any future promotional process with the City of Highland Park.

Register of Eligibles

Scores for candidates requesting and receiving military points will be adjusted and the Final Register of Eligibles created. Candidates will be notified in writing of their final score and ranking on the Register of Eligibles.

The Register of Eligibles will be valid for 12 months unless extended; eligibility lists may be extended for up to two additional 6-month periods.

Conditional offers of employment may be made to candidates on the Register of Eligibles. Hiring will be done consistent with the Rules and Regulations of the Board of Fire and Police Commissioners of the City of Highland Park. Candidates who are given a conditional offer of employment will proceed with the post-offer examination elements:

Detailed Character and Background Investigation:

A detailed character and background investigation of each candidate who has accepted a conditional offer of appointment will be conducted. Such investigation may include further checking of the fingerprints obtained during the Preliminary Character and Background Investigation. Results of this investigation shall be submitted to the Board to determine whether the applicant has passed this examination element.

Psychological/Psychiatric Test:

A psychological examination administered by such psychologist or psychiatrist designated by the Board will be conducted of each candidate who has accepted a conditional offer of employment. The test shall be given solely to determine an applicant's suitability for the position of Police Officer with the City of Highland Park. The examiner shall prepare and submit a report of the examination to the Board who shall determine whether the applicant has passed this examination element. If the applicant fails this examination element, the applicant's name may be retained on the Register of Eligibles.

Medical Exam:

A comprehensive medical test administered by a licensed physician designated by the Board will be conducted of each candidate who has accepted a conditional offer of employment. The examiner shall prepare and submit a report of the examination to the Board who shall determine whether the applicant has passed this examination element. If the applicant fails this examination element, the applicant's name may be retained on the Register of Eligibles. The medical exam will consist of a physical examination as prescribed by the Board and includes a vision test and a drug screening test. The medical examiner will submit a report to the Board including his/her opinion regarding the overall health and vision of the candidate. Failure to pass the drug screening portion shall eliminate the candidate from any further consideration.

The Board of Fire and Police Commissioners will review the results of these post-offer exams and determine whether the candidate has passed or failed.**Supplemental Exams:**

In the event the Board has determined that a candidate has failed either the Psychological/Psychiatric or the Medical Exam, but the candidate has been retained on the Register of Eligibles, and the candidate is offered a second conditional offer of appointment more than 60 days following the date of the first Medical Exam, or after the number of days designated by the psychologist/psychiatrist's report as being valid, the candidate will be scheduled for a second test to be made within 60 days prior to being appointed. If the candidate fails the second test, his/her name will be removed from the Register of Eligibles.

POLICE RECRUIT OPPORTUNITY:

The Police Officer position requires State of Illinois Certification as a Police Officer. The City may, at its discretion, offer certain candidates who are not State of Illinois certified Police Officers temporary, short-term employment as a non-sworn Police Recruit and sponsor the Recruit at a Police Academy.

Should the candidate obtain certification as a State of Illinois certified Police Officer by virtue of successful completion of the Police Academy, and an authorized vacancy exists, the Recruit may be offered employment as a Police Officer subject to the Rules and Regulations of the Board of Fire and Police Commissioners. However, there is no guarantee that a Police Recruit will be offered a Police Officer position, even if he or she successfully completes the Academy.

PRE-HIRING AGREEMENT:

Prior to hiring, Candidates will be required to enter an agreement with the City that provides for repayment of equipping and training costs on a pro-rata basis if the employee terminates employment with the City within the first three years. A demonstration copy of this Agreement (with current estimated costs) is included in this packet. The actual costs will differ depending on changes in class and equipment/clothing costs and/or the training actually needed by the individual.



CITY OF HIGHLAND PARK, IL POLICE OFFICER



SALARY AND BENEFIT INFORMATION

Starting Salary:

- \$ 60,621.66
- One year probationary period
- Eligible for step increase to \$62,743 after 6 months
- Eligible for step increases yearly thereafter until reach maximum of \$83,718

Benefits:

- Vacation
- Sick Leave (12 days per year)
- 10 paid holidays, 3 personal days
- Hospitalization, Medical/Surgical, Dental and Vision Coverage
- Life Insurance
- Pension Program
- Longevity Pay
- Wellness Program/Employee Fitness Center
- Education/Tuition Reimbursement

Residency Requirement

Within six months after successful completion of a one-year probationary period, all newly appointed police officers are required to move within the following Counties:

- Lake County, Illinois
- Cook County, Illinois
- Kane County, Illinois
- DuPage County, Illinois
- McHenry County, Illinois
- Kenosha County, Wisconsin

Pre-hiring Agreement:

Prior to hiring, candidates will be required to enter into an Agreement with the City that provides for repayment of training costs on a pro-rata basis if the employment with the City terminates within the first three years.

City of Highland Park
JOB DESCRIPTION
Police Officer

Department: Police Department

Reports To: Patrol Supervisor

Primary Purpose: Performs police patrol, investigation, traffic regulation and related law enforcement activities.

Supervision Received: Works under the direct supervision of the Patrol Supervisor.

Supervision Exercised: N/A

Essential Duties and Responsibilities:

Percent of Total Time	Ranked Importance	Function
25%	1	Criminal Investigation & Apprehension: Handles complaints filed by citizens. Observes, detects and investigates violations of laws and ordinances. Documents details of violations. Conducts interviews and interrogations of victims, witness, suspects, offenders and other related persons. Conducts both preliminary and follow-up investigation. Identifies, protects, collects, processes, preserves and documents physical evidence. Searches persons, vehicles and other locations or items within the scope of law. Transports, books, cares for and escorts prisoners. Prepares clear, accurate and complete reports detailing any and all activities. Prepares and serves criminal complaints, arrest warrants, search warrants and other court documents. Prepares cases and self for court. Appears and provides sworn testimony for a variety of legal proceedings.
20%	2	Crime Prevention: Patrols assigned area, watches for criminal activity and safety hazards. Becomes and remains familiar with patrol area, geographic locations, known offenders, neighborhood routines and potential problem areas. Conducts security inspections of buildings and other locations and takes action to correct identified security issues. Investigates suspicious activities and performs field interviews when appropriate. Shares information with other officers, law enforcement agencies and city departments as needed. Educates public in tactics to reduce victimization.
20%	3	Traffic: Actively engages in proactive self-initiated traffic and parking enforcement including DUI apprehension. Controls, regulates and directs traffic – both vehicular and pedestrian. Investigates traffic accidents which include protecting scenes, aiding injured persons, controlling traffic, clearing scenes, determining causes, taking

Percent of Total Time	Ranked Importance	Function
		enforcement action when required and preparing complete reports/diagrams. Participates in efforts to reduce accidents/injuries in the community.
15%	4	Miscellaneous Order Maintenance: Deals with domestic disputes and other interpersonal or business conflicts. Watches for, recognizes and takes corrective actions with regard to public hazards or quality of life issues such as gas leaks, water main breaks, defective traffic signals, traffic obstructions and other safety hazards. Provides assistance to other emergency service providers as needed or requested. Is trained in and administers basic first aid to injured persons, including CPR. Investigates and documents lost and found property. Investigates and documents missing and found persons. Investigates and enforces animal related ordinance violations and complaints including handling of stray and vicious animals. Directs and/or supervises others (civilian and public employees) at crime scenes, accidents, disasters and public gatherings. Provides assistance for persons in distress, victims of crimes and witnesses. Responds to and thoroughly handles all basic calls for service.
10%	5	Community Policing: Becomes and stays familiar with community issues and concerns. Interacts with community members in a manner that upholds public trust and facilitates positive two-way interaction between the police and the community. Promotes and supports the Department's mission and value statements.
5%	6	Peripheral Duties: Attend training and maintain required skills, licenses, permits and certifications associated with areas of special instruction of expertise. Train other personnel in areas of expertise and skill. Conduct background investigations. May perform desk duties including Telecommunications and/or research.

Marginal Functions:

Percent of Total Time	Function
5%	Performs other related job duties or responsibilities as requested or required, whether or not specifically mentioned in this job description.

Safety Functions:

Function
Becomes familiar with and observes all applicable safety policies and procedures.
Immediately reports all unsafe conditions and acts to supervisor.
Reports personal accidents to supervisor.
Keeps work area clean, orderly and free of hazards.
Obeys and adheres to all safety rules and established work procedures.

Function
Maintains appropriate physical fitness to perform essential job functions.
Follows proper lifting/material handling procedures at all times.
Takes proper body substance isolation precautions when dealing with biological fluids.

Work Environment: The position involves regular and irregular shift work and shift rotations necessary to provide police services 24 hours/day, 7 days/week, 52 weeks/year (weekends and holidays included). Work shifts may be either 8 hours or 12 hours in duration and may be extended in the event of emergency, disaster, manpower shortage or work in progress. This position involves potential exposure to and requires the employee to function in the presence of:

- All and extreme weather conditions.
- All and extreme lighting conditions--daylight and night light, with and without artificial light available, indoors and outdoors.
- Fire, smoke, chemical leaks/spills--in close proximity as necessary to provide emergency services.
- Personal danger, including but not limited to:
 - * armed and/or dangerous persons/animals,
 - * persons and/or articles with contagious/communicable diseases,
 - * persons under the influence of drugs/alcohol, suffering from mental disorders or emotional distress,
 - * hazards associated with emergency driving, traffic control and working in and around traffic,
 - * hazards associated with natural and man-made disasters.

Bloodborne Pathogens: The duties of Police Officer include the handling of evidence which may contain a risk of exposure to bloodborne pathogens, contact with persons who may have contagious/communicable diseases and providing initial emergency responder first aid care to injured persons.

Tools and Equipment Used: The position requires the ability to operate the following equipment:

- Motor vehicles, reasonably and safely under routine and emergency conditions, often for lengthy periods of time and in all types of weather/roadway conditions,
- Firearms, with demonstrated proficiency in the care and use of assigned/authorized weapons,
- Less than lethal weapons such as batons, Oleoresin Capsicum spray and tasers, with demonstrated proficiency in the care and use,
- Basic office equipment, including but not limited to typewriters, telephones, computers, facsimile machines, etc.,
- Personal protective equipment including but not limited to gas masks, face masks and rubber gloves,
- Writing implements and basic drawing templates, including the ability to write legible documents and produce simple diagrams,

- Specialized computer systems including, prisoner booking systems, mobile field report writing systems and property management systems,
- Basic tools and equipment necessary to perform job tasks and functions including but not limited to speed detection devices, 2-way radios, mobile data computers, in-car camera systems, first-aid equipment, digital cameras, breath testing instruments, fire extinguishers, handcuffs and other personal restraint devices, flashlights, helmets, standard police uniforms, simple tools (pry bars, hydrant wrenches, tape measures, etc.), cameras, crime scene processing equipment, evidence packaging equipment, etc.

Physical Demands: While performing the duties of this job, the employee is required to stand; sit; walk; talk; hear; use hands to grasp objects; operate tools and controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl, taste, smell and operate equipment including office machines, computers, motor vehicles, cameras, basic tools, and other equipment as needed. The employee must occasionally lift and/or move objects weighing more than 100 pounds. Specific vision abilities required for this position include excellent close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust and focus. The employee must have the physical condition needed to:

- Effect arrests.
- Subdue resisting individuals.
- Chase fleeing suspects.
- Run to persons requiring emergency assistance.
- Lift and carry equipment and injured/deceased persons.
- Force entry into buildings.
- Climb flights of stairs/ladders.
- Walk, stand, or sit for long periods of time (including driving).
- Endure exposure to extreme weather and disease.
- Perform life-saving procedures (CPR, first aid, etc.).
- Communicate effectively, verbally and non-verbally.
- Operate required equipment.
- Perform required job tasks and functions.
- Provide assistance to citizens and co-workers in distress.

Effective audio/visual discrimination and perception needed to:

- Make observations.
- Read and write.
- Drive and operate equipment safely.
- Multi-task.

Ability needed to:

- Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action.

- Understand, interpret, and apply applicable federal and state statutes, local ordinances, court decisions, and Police Department and City rules and policies.
- Understand and respond quickly and accurately to written and oral directions, instructions, inquiries, and requests.
- Work independently and effectively.
- Initiate appropriate interpersonal and intra- and inter-agency communications.
- Act quickly, calmly, and decisively in emergencies and under stress.
- Handle situations firmly, courteously, tactfully and impartially.
- Express oneself clearly and completely.
- Record information clearly and completely.
- Facilitate effective conflict arbitration/resolution.
- Maintain confidentiality in the performance of duties.
- Assimilate, retain, and effectively use geographic knowledge concerning the City and the surrounding vicinity.

Emotional and psychological stability needed to:

- Accept constructive criticism in a mature fashion.
- Effectively communicate and interact positively with fellow employees and citizens.
- Tolerate stress.
- Function effectively under stress.
- Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic, and the otherwise unpleasant or unusual facets or results of human behavior.

Required Minimum Qualifications:

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

Age: At the time of the first element of examination, applicants must be at least 21 years of age and less than 35 years of age. Applicants who are 20 years of age who have successfully completed 60 semester credit hours or more (or 90 quarter credits or more) in the study of law enforcement at a college or university accredited by a nationally recognized accrediting organization may be considered for an entry level position. Any such applicant shall not have power of arrest, nor shall he/she be permitted to carry firearms until he/she reaches 21 years of age.

Citizenship: Must be a United States citizen at the time of filing an application.

Education: Must possess a High School Diploma or equivalent, and;

- a. Have successfully completed 60 semester hours credit or more (or 90 quarter credits or more) from a college or university accredited by a nationally recognized accrediting

organization; or

- b. Have proof of completion of four years of continuous active duty in the United States Armed Forces.

Certification or license: Must possess a certificate attesting to successful completion of the Minimum Standards Basic Law Enforcement Training Course as prescribed by ILETSB, or; has been awarded a certificate attesting to his or her satisfactory completion of a training program of similar content and number of hours and which course has been found acceptable by the ILETSB.

Must possess a valid State of Illinois driver's license. Must be able to read and write the English language.

Required Knowledge, Skills, and Proficiencies:

Every applicant must be of good moral character and must be physically and psychologically suitable to perform the duties of a police officer. The Board of Fire and Police Commissioners may require the submission of such evidence of character and fitness of applicants as it deems appropriate. The burden of establishing facts relating to character and fitness rests upon the applicant.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

Salary Grade: 66050

Exempt Status: Non-exempt

Demo Agreement

Name of Candidate: _____
(the “*Candidate*”)

Position: _____

Date: _____

Department: (Police) Fire)

CITY OF HIGHLAND PARK CANDIDATE REIMBURSEMENT AGREEMENT

This Candidate Reimbursement Agreement (the “*Agreement*”) is entered into as of the date written above, between the City of Highland Park, Lake County, Illinois, an Illinois home rule municipal corporation (the “*City*”) and the Candidate.

IN CONSIDERATION OF the recitals and mutual covenants and agreements set forth in this Agreement, and pursuant to the City’s home rule powers, the parties agree as follows:

SECTION 1. RECITALS.

A. The Candidate has been selected by the City to serve the City as either a Police Officer, Fire Fighter, Police Recruit, or Fire Recruit, (“*Public Safety Officer*”) and the Candidate has agreed to be employed by the City as such.

B. In connection with such employment, the City will incur certain expenses in training, and providing a uniform and equipment to the Candidate.

C. The Candidate acknowledges that, in the event the Candidate resigns or is terminated within the first three years of employment, the City will not have realized the value for the expenses it incurred.

D. The Candidate and the City acknowledge that the value to the City of the expenses incurred cannot be accurately amortized, but that the reimbursement schedule attached to this Agreement is a fair and accurate estimate thereof.

SECTION 2. REIMBURSEMENT OF TRAINING EXPENSES.

A. City Obligations. The City estimates that it will expend the amounts set forth on **Schedule A** to this Agreement on training activities, uniform and equipment, and other expenses (collectively, the “*Training Expenses*”). The Training Expenses are exclusive of the costs of on-the-job training, field training, and the overtime and other expenses resulting therefrom.

B. Candidate Obligations. In exchange for the City incurring the Training Expenses on behalf of the Candidate, the Candidate agrees to use his or her best efforts to complete the training and serve as a Public Safety Officer of the City during a continuous period of at least three years, commencing on the date of appointment of the Candidate to the City Police Department or to the City Fire Department (the “*Three Year Term*”).

C. Reimbursement Schedule. In the event the Candidate resigns or is terminated at any time prior to the end of the Three Year Term, the Candidate shall, and does hereby agree to, reimburse the City for the Training Expenses immediately upon such resignation or termination in accordance with the reimbursement terms set forth on **Schedule B** to this Agreement.

D. Exceptions to Reimbursement. The Candidate’s obligations for the reimbursement of Training Expenses shall be excused under the following circumstances:

1. Military Service.

a. The Candidate is required to perform military service for a period of less than one year, immediately after which the Candidate returns to his or her position as a Public Safety Officer with the City and completes the Three Year Term exclusive of military service; or

b. The Candidate is required to perform military service for a period in excess of one year, whether or not the Candidate returns to his or her position as a Public Safety Officer with the City.

2. Physical or Mental Impairment. The Candidate becomes physically or mentally disabled within the Three Year Term and such disability is approved by the City Police Pension Board or the City Fire Pension Board, whichever is appropriate.

3. Termination. The Candidate is terminated by the City during the Three Year Term and the City Manager determines that: (a) such termination was not the result of a deliberate act or omission on the part of the Candidate; and (b) the conduct resulting in such termination did not constitute dereliction of duty or gross violation of the City Police or Fire Department regulations.

SECTION 3. GENERAL PROVISIONS.

A. Enforcement. Upon the demand of the City, the Candidate shall immediately reimburse the City for the Training Expenses incurred. If the Candidate does not immediately pay upon such demand, then the City may, in law or in equity, by suit, action, mandamus or any other proceeding, including, but not limited to, specific performance, enforce or compel the performance of this Agreement. In the event the City prevails at a judicial proceeding brought by the

City against the Candidate, the City shall be entitled to reimbursement from the Candidate of all costs and expenses, including reasonable attorneys' fees, incurred in connection with such judicial proceeding.

B. Voluntary Act. The Candidate represents and states that he or she has carefully read this Agreement, understands the contents thereof, and signs the same of his or her own free will, act, and deed. The Candidate further represents and states that he or she has obtained, or has had the opportunity to obtain, legal advice from his or her attorney in connection with this Agreement prior to executing the same.

C. Not an Employment Agreement. This Agreement is not intended, and shall not be deemed or interpreted by either party, to be a contract for employment. Rather, this Agreement is intended to designate the rights and responsibilities of the parties with respect to the Training Expenses arising out of the Candidate's employment by the City as a Public Safety Officer. This Agreement shall have no effect upon the right of the City to terminate the Candidate's employment for any reason whatsoever in accordance with City regulations.

D. Schedules. Schedules A and B attached to this Agreement are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between a Schedule and the text of this Agreement, the Schedule shall control.

E. Severability. If any provision of this Agreement is construed or held to be void, invalid, illegal, or unenforceable in any respect, the remaining part of that provision and the remaining provisions of this Agreement shall not be affected, impaired, or invalidated thereby, but shall remain in full force and effect. The unenforceability of any provision of this Agreement shall not affect the enforceability of that provision in any other situation.

F. Amendment. No amendment or modification to this Agreement shall be effective unless and until such amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed by both the City and the Candidate.

IN WITNESS WHEREOF, the City and Candidate have entered into this Agreement all as of the date first above written.

CITY OF HIGHLAND PARK

By: _____
City Manager

CANDIDATE

By: _____

SCHEDULE A
TRAINING EXPENSES

<u>Training Expense</u>	<u>Cost</u>
1. Uniform and Equipment	\$ <u>4,229.72*</u>
2. Training Activities (including tuition for training courses)	\$ _____
3. Police Academy	\$ <u>3,047.00*</u>
4. Fire Academy (Hazardous Material Operations)	\$ _____

Total Training Expenses: \$ 7,276.72*

***Entered costs are estimates – some candidates may not need all indicated training, actual costs will be determined and entered into the Agreement prior to hiring.**

SCHEDULE B

Candidate Reimbursement Schedule

1. **First Year.** If the Candidate resigns or is terminated within the first 12 months of the Three Year Term, then the Candidate shall reimburse the City one hundred percent (100%) of the actual Training Expenses.
2. **Second Year.** If the Candidate resigns or is terminated within months 13 through 24 of the Three Year Term, then the Candidate shall reimburse the City seventy-five percent (75%) of the actual Training Expenses.
3. **Third Year.** If the Candidate resigns or is terminated within months 25 through 36 of the Three Year Term, then the Candidate shall reimburse the City twenty-five percent (25%) of the Training Expenses.