

## Village of Mount Prospect Police Department

Thank you for your interest in the Village of Mount Prospect Police Department. Please read this document carefully, paying particular attention to deadlines and required documents.

### POLICE OFFICER BASIC REQUIREMENTS:

- A \$25 non-refundable application processing fee payable to Public Safety Recruitment (payments are made online at [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com));
- United States Citizen at time of **formal application**;
- Valid Driver's License;
- Must be 21 years old, but not more than 35 years old by preliminary application deadline (July 3, 2013);
- High School diploma or GED **PLUS** 60 semester hours of completed college credit or its equivalency. The following are considered equivalent to semester college credit hours:
  - Up to two (2) **full years** of **full-time** service as a law enforcement officer with a full-time, officially constituted police department in the United States (each 12 full months of employment is equivalent to 30 semester hours);
  - OR**
  - Up to two (2) **full years** of **continuous and active** military service in the United States with an honorable discharge (each 12 full months of military service is equivalent to 30 semester hours);
  - OR**
  - 30 semester hours of completed college credit **PLUS** foreign language proficiency. Fluency shall mean a clearly demonstrated ability to read, write and understand a foreign language in common police and fire circumstances;
  - OR**
  - **If applicable**, a written document verifying employment with the Village of Mount Prospect as a Community Service Officer indicating length of time employed. For every 12 months of employment you will receive 10 credit hours of college equivalency up to a maximum of 20 credit hours. Additional documents must be submitted as proof that you meet the 60 semester hours of college credit or its equivalency;
- Applicants must submit proof that they have passed the Illinois Peace Officer Wellness Evaluation Report (POWER test) administered at the Northeastern Illinois Public Safety Training Academy (NIPSTA) within 12 months PRIOR to the mandatory orientation (7/31/2013);
  - \*The Northeastern Illinois Public Safety Training Academy (NIPSTA) will be offering a POWER test assessment on **June 22, 2013 and July 19, 2013**. For more information, or to register, contact NIPSTA at (847)998-8090 or visit [www.nipsta.org](http://www.nipsta.org). Registration must be completed at least three (3) days PRIOR to the selected test date. **All candidates MUST bring their NIPSTA POWER test card and a photocopy of the NIPSTA card to the orientation for sign-in.**
- Applicants must have vision that is correctable to 20/40 in the poorer eye and 20/25 in the better eye, as well as proper color and peripheral vision;
- Completion and submission of preliminary application PDF and all required documents by 12 Noon C.D.T. on Wednesday, July 3, 2013.

### THE FOLLOWING ITEMS ARE CONTAINED IN THIS PACKET:

- Application Instructions
- Mount Prospect Police Officer Applicant Information Packet:
  - Required Documents due at Preliminary Application Deadline (7/3/2013 at 12 Noon C.D.T)
  - Basic Requirements – Police Officer
  - Mount Prospect Police Applicant Information
  - Police Salary and Benefit Package Information
  - Residency and Pension Plan Sheet
  - Testing Schedule
  - Applicant Polygraph Examination/Information Sheet
  - Job Description
  - Map of Prospect High School Orientation and Test Site
  - Village of Mount Prospect Board of Fire and Police Commissioners Statement of Policy

# Village of Mount Prospect Police Department

## **APPLICATION INSTRUCTIONS:**

- 1) Visit [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com) to download the Mount Prospect Preliminary Application PDF for the position of Police Officer. Preliminary Application must be completed and submitted to Public Safety Recruitment no later than 12 Noon C.D.T. on Wednesday, July 3, 2013. You will receive a confirmation number for your preliminary application PDF purchase; save a copy for your records and submit a copy with your required documents.
- 2) Return signed Preliminary Application PDF and required documents (see checklist, attached) before 12 Noon C.D.T. on Wednesday, July 3, 2013, to Public Safety Recruitment, Attn.: Mount Prospect PD, 1127 S. Mannheim Rd., Suite 203, Westchester, IL 60154. Applications and required documents received after 12 Noon C.D.T. on Wednesday, July 3, 2013, will NOT be accepted, regardless of the postmark. Documents may be delivered by hand or by mail; traceable courier is suggested to ensure timely delivery.
- 3) Submit proof that you have passed the POWER test at NIPSTA within 12 months PRIOR to the mandatory orientation (7/31/2013). NIPSTA will be offering a POWER test assessment on June 22, 2013 and July 19, 2013. For more information or to register visit [www.NIPSTA.org](http://www.NIPSTA.org). Registration must be completed at least three (3) days PRIOR to the selected POWER test date. **NOTE: All candidates MUST bring their NIPSTA POWER test card and a photocopy of the NIPSTA card to the orientation for sign-in.**
- 4) Attend a mandatory orientation on Wednesday, July 31, 2013, at Prospect High School, 801 West Kensington Road, Mount Prospect, IL. Registration will be held between 5:15 p.m. and 5:45 p.m. C.D.T. in the Auditorium. All candidates MUST bring your valid driver's license or state ID, your NIPSTA POWER test card and a photocopy of the NIPSTA card to sign-in at Orientation (7/31/2013). All candidates MUST bring this information on 7/31/2013 in order to proceed in the testing process. Orientation will begin promptly at 6:00 p.m. C.D.T. sharp. Candidates arriving late will NOT be allowed to attend the Orientation and will not be allowed to proceed in the testing process. Parking is available in the lot on the west side of the school. Candidates will be eligible to participate in the mandatory orientation ONLY if they have submitted the completed Preliminary Application PDF and all required documents by 12 Noon C.D.T. on Wednesday, July 3, 2013. Public Safety Recruitment will send an email to all applicants the week of orientation regarding eligibility status.
- 5) Attend the written examination on Saturday, August 3, 2013, at Prospect High School, 801 West Kensington Road, Mount Prospect, IL. Sign-in and testing will be held in the cafeteria. Sign-in will be between 7:00 a.m. and 7:45 a.m. C.D.T. All candidates MUST bring their valid driver's license or state ID to sign-in on the test day (8/3/2013). Parking is available in the lot on the west side of the school. Candidates arriving late will NOT be permitted to test. Testing will begin promptly at 8:00 a.m. C.D.T. **Candidates will be eligible to participate in the written exam only if they attend the mandatory orientation.**

**SPECIFICS REGARDING ANY OF THESE REQUIREMENTS CAN BE FOUND IN THE POLICE DEPARTMENT APPLICATION INFORMATION PACKET.**

**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.**

**Note: Please allow additional travel time due to extensive Kensington Road construction traffic by the High School.**

Please visit our website to pay the application processing fee and complete the Preliminary Application PDF:

[www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com)

**If you have any questions, please contact Public Safety Recruitment**

**1-800-343-HIRE ~ e-mail: [info@publicsafetyrecruitment.com](mailto:info@publicsafetyrecruitment.com)**

9 a.m. – 5 p.m. C.D.T. on Monday through Thursday

9 a.m. – 3 p.m. on Friday

CLOSED WEEKENDS AND HOLIDAYS

# Mount Prospect Police Department



## Police Officer Applicant Information Packet

*Michael Semkiu*  
*Chief of Police*



Website: [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com)

E-Mail: [info@publicsafetyrecruitment.com](mailto:info@publicsafetyrecruitment.com)

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED BY PRELIMINARY APPLICATION  
DEADLINE (12 NOON C.D.T. ON 7/3/2013).**

**CHECKLIST: MOUNT PROSPECT POLICE DEPARTMENT APPLICATION**

**Preliminary Application (PDF):**

**Deadline: 12 Noon C.D.T. 7/3/2013**

- Preliminary Application PDF**      WRITE YOUR PAYMENT CONFIRMATION NUMBER HERE: \_\_\_\_\_  
(The confirmation page immediately follows the payment section online)

**Required Documents Consistent With Police Officer Basic Requirements :    Deadline: 12 Noon C.D.T. 7/3/2013**

- COPY of High School Diploma**
- ONE or more of the following MUST be submitted in addition to High School Diploma:**
- **COPY of official college transcripts showing at least 60 semester hours of completed college credit (Photocopies of official transcripts accepted. Must be issued from registrar's office or similar to be accepted.)**
  - OR**
  - **COPY of Military DD-214 (long form) showing up to 2 full years of continuous and active military service in the United States with an honorable discharge**
  - OR**
  - **COPY of state issued full-time Law Enforcement Officer Certification**
  - OR**
  - **COPY of official college transcripts showing at least 30 semester hours of completed college credit WITH signed statement indicating proficiency/fluency of a foreign language**
  - OR**
  - **If applicable, a written document verifying employment with the Village of Mount Prospect as a Community Service Officer indicating length of time employed. (Up to 20 semester hours of college credit. Additional documents must be submitted as proof that you meet the 60 semester hours of college credit or its equivalency.)**
- COPY of valid Driver's License** (copy of front and back if you received a renewal sticker)
- COPY 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 United States 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 acceptable.)**
  - OR**
  - **COPY of valid United States Passport**
  - OR**
  - **COPY of Naturalization Papers**
- COPY of all name change documents if different from Birth Certificate** (if applicable)
- COPY of Payment Confirmation Number Email** (this will be sent to your email after your payment has been received.)

**POWER Test Card:**

**Deadline: Required at the Orientation (7/31/2013)**

**\* All candidates MUST bring their NIPSTA POWER test card AND a photocopy of the NIPSTA card to the orientation for sign-in. (Cards considered valid only if issued from 7/31/2012 to 7/31/2013.)**

Applications and required documents will not be verified until after the deadline has passed. Candidates who submit applications lacking proper documentation as indicated above will not be admitted to orientation or testing and you will be eliminated from employment consideration. I/O Solutions (d.b.a. Public Safety Recruitment) is not responsible for late, misdirected or incomplete application submissions. You must submit all required documents and have successfully completed your Mount Prospect Preliminary Application PDF by the deadline in order to be eligible to attend any portion of testing. You may submit your application documents in person or by mail; however, all documents including your Preliminary Application PDF are due by the deadline as indicated.

**PLEASE SUBMIT COMPLETED PRELIMINARY APPLICATION AND ALL REQUIRED DOCUMENTS TO:**

**PUBLIC SAFETY RECRUITMENT  
ATTN: MOUNT PROSPECT PD  
1127 S. MANNHEIM RD., SUITE 203  
WESTCHESTER, IL 60154**

**DO NOT SUBMIT APPLICATION OR REQUIRED DOCUMENTS TO THE POLICE DEPARTMENT OR  
VILLAGE OF MOUNT PROSPECT.**

**BASIC REQUIREMENTS - POLICE OFFICER**  
**VILLAGE OF MOUNT PROSPECT**  
**Equal Opportunity Employer - M/F**

1. CITIZENSHIP MUST BE A CITIZEN OF THE UNITED STATES AT THE TIME OF FILING FORMAL APPLICATION.
  
2. AGE ALL APPLICANTS MUST HAVE ATTAINED THE AGE OF TWENTY-ONE (21) YEARS BUT NOT MORE THAN THIRTY-FIVE (35) YEARS OLD BY THE DATE OF PRELIMINARY APPLICATION FILING (7/3/2013).
  
3. EDUCATION APPLICANTS FOR ORIGINAL APPOINTMENT TO THE POLICE DEPARTMENT MUST POSSESS A HIGH SCHOOL DIPLOMA OR ITS EQUIVALENT AS RECOGNIZED BY THE STATE OF ILLINOIS AND NOT LESS THAN SIXTY (60) COLLEGE SEMESTER HOURS OR ITS EQUIVALENT AS STATED BELOW. FOR PURPOSES OF ORIGINAL EMPLOYMENT, THE FOLLOWING SHALL BE DEEMED TO BE THE EQUIVALENT OF THE NUMBER OF COLLEGE CREDITS SET FORTH:
  - A. THIRTY (30) COLLEGE EQUIVALENCY SEMESTER HOURS FOR EACH FULL TWELVE (12) MONTHS OF NON-DISABILITY SERVICE AS A POLICE OFFICER WITH ANOTHER FULL TIME, OFFICIALLY CONSTITUTED AND SANCTIONED POLICE DEPARTMENT IN THE UNITED STATES. \*(A FULL TWENTY-FOUR (24) MONTHS OF SUCH SERVICE SHALL EQUATE TO SIXTY (60) COLLEGE SEMESTER HOURS)
  
  - B. THIRTY (30) COLLEGE EQUIVALENCY SEMESTER HOURS FOR EACH FULL TWELVE (12) MONTHS OF ENGAGEMENT IN THE MILITARY SERVICE OF THE UNITED STATES. THIS SHALL NOT APPLY TO PERSONS WHO WERE NOT HONORABLY DISCHARGED OR WHO WERE CONVICTED BY COURT MARTIAL OR OTHER LEGAL PROCESS FOR DISOBEDIENCE OF ORDERS OR CRIMES IN THE MILITARY WHICH ARE THE SUBSTANTIVE EQUIVALENT OF THE CRIMES SET FORTH IN THE RULES AND REGULATIONS OF THE BOARD OF FIRE AND POLICE COMMISSION. PERSONS WHO WERE SOLELY RESERVISTS SHALL NOT BE ELIGIBLE TO CLAIM THESE EQUIVALENCY CREDITS. \*(A FULL 24 MONTHS OF SUCH SERVICE SHALL EQUATE TO SIXTY (60) COLLEGE SEMESTER HOURS).
  
  - C. APPLICANTS WHO ARE OR WERE EMPLOYED IN THE VILLAGE OF MOUNT PROSPECT POLICE DEPARTMENT AS A COMMUNITY SERVICE OFFICER MAY CLAIM TEN (10) HOURS OF COLLEGE EQUIVALENCY CREDITS FOR EACH FULL TWELVE (12) MONTHS OF SUCH EMPLOYMENT UP TO A MAXIMUM OF TWENTY (20) HOURS.
  
  - D. THIRTY (30) COLLEGE EQUIVALENCY SEMESTER HOURS FOR DEMONSTRATING FLUENCY IN ANY LANGUAGE PREVALENT IN THE MOUNT PROSPECT POLICE SERVICE AREA. FLUENCY SHALL MEAN A CLEARLY DEMONSTRATED ABILITY TO READ, WRITE AND UNDERSTAND THE LANGUAGE IN COMMON POLICE AND FIRE CIRCUMSTANCES. WHETHER OR NOT A FOREIGN LANGUAGE IS PREVALENT IN THE MOUNT PROSPECT POLICE SERVICE AREA SHALL BE THE SOLE DETERMINATION OF THE BOARD.
  
4. DRIVER'S LICENSE MUST POSSESS A VALID DRIVER'S LICENSE.

5. PHYSICAL

MUST SATISFY THE HEALTH AND PHYSICAL APTITUDE REQUIREMENTS OF THE PHYSICAL AGILITY TEST AND MEDICAL EXAMINATION.

MUST possess a valid *NIPSTA POWER test card issued within 12 months PRIOR to the mandatory orientation (7/31/2013).*

6. VISION

MUST HAVE VISION THAT IS CORRECTABLE TO 20/40 IN THE POORER EYE AND 20/25 IN THE BETTER EYE, AS WELL AS PROPER COLOR AND PERIPHERAL VISION. IF THE UNCORRECTED VISION IS WORSE THAN 20/200 AN OPHTHALMOLOGIST REPORT WILL BE REQUIRED, PRIOR TO HIRE, TO CERTIFY THE CONDITION OF THE RETINA, THE APPLICANT'S ABILITY TO FUNCTION AS A POLICE OFFICER DESPITE THE CONDITION AND THAT THE APPLICANT UNDERSTANDS THE POTENTIAL HARM FROM THE RIGORS OF POLICE WORK.

7. MISCELLANEOUS

THERE IS POSITIVELY NO DEVIATION OR EXCEPTION FROM ANY REQUIREMENT.

**THE PRELIMINARY APPLICATION FORM AND ALL REQUIRED DOCUMENTS MUST BE RECEIVED BY PUBLIC SAFETY RECRUITMENT NO LATER THAN 12 Noon C.D.T. on 7/3/2013.**

**Documents MUST be hand delivered or mailed to:**

**Public Safety Recruitment**

**Attn.: Mount Prospect PD**

**1127 S. Mannheim Road, Suite 203**

**Westchester, IL 60154**

**Using a traceable carrier is highly recommended for timely delivery.**

Public Safety Recruitment Business hours are:

Monday – Thursday, 9:00 a.m. – 5:00 p.m.

Friday, 9:00 a.m. – 3:00 p.m.

Closed weekends and Holidays.

## **MOUNT PROSPECT POLICE APPLICANT INFORMATION**

The purpose of the following information is to provide you with enough information regarding the Mount Prospect Police Department to enable you to make a decision as to whether you wish to test competitively for a position on the eligibility list. Historically, the Department hires new officers three (3) to five (5) times a year to fill vacancies created by attrition.

The Mount Prospect Police Department is an excellent law enforcement agency with which to make your career. It has 84 sworn and 20 civilian personnel. Once hired, recruits are sent to a state certified training academy for a twelve (12) week, 480 hour Basic Training Course, unless already certified in Illinois and recently working as a certified police officer in another community. Full salary and benefits are paid during recruit training. Each recruit must successfully complete the course and pass the state certified test. Once certified by the State Training Board, the recruit begins a two (2) year probationary period. The recruit will then be assigned to a Police Training Officer for eighteen (18) weeks. The recruit will rotate through the patrol shifts while in training. Once Police Training is completed, the recruit will rotate amongst the patrol shifts, as needed to meet department objectives. The department currently allows permanent shift bidding for senior officers. Choice of shift is based on seniority, as well as management concerns, to assure proper operational balance and effectiveness. A new recruit officer should not expect a permanent shift assignment for two (2) to three (3) years.

Individuals interested in applying for the job **must complete in full and sign the preliminary application form and mail or deliver it to: Public Safety Recruitment, Attn.: Mount Prospect PD, 1127 S. Mannheim Road, Suite 203, Westchester, IL 60154-2562. NO APPLICATIONS OR REQUIRED DOCUMENTS WILL BE ACCEPTED AFTER 12 NOON C.D.T. ON WEDNESDAY, JULY 3, 2013.**

**ALL INDIVIDUALS SUBMITTING APPLICATIONS FOR THE JOB MUST REPORT FOR A MANDATORY ORIENTATION MEETING AT PROSPECT HIGH SCHOOL AUDITORIUM, 801 WEST KENSINGTON ROAD, MOUNT PROSPECT, ILLINOIS, ON WEDNESDAY, JULY 31, 2013. CANDIDATES WILL RECEIVE AN EMAIL FROM PUBLIC SAFETY RECRUITMENT THE WEEK OF ORIENTATION REGARDING ELIGIBILITY STATUS. ONLY CANDIDATES WHO SUBMIT THE PRELIMINARY APPLICATION PDF AND ALL REQUIRED DOCUMENTS BY THE PRELIMINARY DEADLINE (7/3/13) WILL BE ELIGIBLE TO ATTEND THE MANDATORY ORIENTATION. REGISTRATION WILL BE BETWEEN 5:15 P.M. AND 5:45 P.M. C.D.T. THE ORIENTATION MEETING WILL BEGIN PROMPTLY AT 6:00 P.M. C.D.T. SHARP. ANYONE ARRIVING LATE WILL NOT BE ADMITTED AND WILL NOT BE ALLOWED TO TEST.** A map is contained in this packet showing the location of Prospect High School. All applicants are to park in the lot on the west side of the school and enter the building through the entrance shown on the diagram.

**APPLICANTS MUST ALSO PRESENT A NIPSTA POWER TEST CARD AND A PHOTOCOPY OF THE NIPSTA CARD (AT ORIENTATION) INDICATING THEY HAD SUCCESSFULLY PASSED THE ILLINOIS LAW ENFORCEMENT TRAINING & STANDARDS BOARD PEACE OFFICER WELLNESS EVALUATION REPORT (POWER TEST) WITHIN THE PAST YEAR (DATED AFTER JULY 31, 2012). THE POWER TEST CARD IS ONLY AVAILABLE THROUGH THE NORTHEASTERN ILLINOIS PUBLIC SAFETY TRAINING ACADEMY (NIPSTA). NIPSTA IS LOCATED AT 2300 PATRIOT BOULEVARD, GLENVIEW, ILLINOIS. NIPSTA TESTING DATES ARE SCHEDULED ON JUNE 22, 2013, AND JULY 19, 2013. ORIENTATION BEGINS PROMPTLY AT 8:00 A.M. C.D.T. ADDITIONAL INFORMATION MAY BE OBTAINED AT THE NIPSTA WEB SITE OF [WWW.NIPSTA.ORG](http://WWW.NIPSTA.ORG).**

**ON SATURDAY, AUGUST 3, 2013, BETWEEN 7:00 A.M. AND 7:45 A.M. C.D.T. APPLICANTS ARE TO REPORT TO THE PROSPECT HIGH SCHOOL CAFETERIA FOR REGISTRATION FOR THE WRITTEN EXAM. THE WRITTEN TEST WILL BEGIN AT 8:00 A.M. C.D.T. SHARP. ANYONE ARRIVING LATE WILL NOT BE ALLOWED TO TEST.** All applicants are to park in the lot on the west side of the school and enter the building through the entrance shown on the diagram. **Only those who attend the mandatory Orientation are invited to participate in the written exam.**

**REMINDER: APPLICANTS MUST SHOW THEIR VALID DRIVER'S LICENSE OR STATE IDENTIFICATION CARD AT THE TIME OF REGISTRATION FOR THE ORIENTATION MEETING AND THE WRITTEN TEST. ADDITIONALLY, THEIR NIPSTA CARD AND A PHOTOCOPY OF THE NIPSTA CARD WILL BE REQUIRED AT ORIENTATION REGISTRATION.**

The written exams will consist of two sections. These sections consist of the Cognitive Ability Section and Behavioral Orientation Section. The Cognitive Ability Section is comprised of 80 questions and consists of the following components: 1.) Deductive Reasoning, 2.) Flexibility of Closure, 3.) Inductive Reasoning, 4.) Information Gathering, 5.) Problem Sensitivity, 6.) Selective Attention, 7.) Spatial Orientation, 8.) Verbal Comprehension, 9.) Verbal Expression, and 10.) Visualization. The Behavioral Orientation Section is comprised of 120 questions and consists of the following components 1.) behavioral statements and 2.) situations identified with successful job performance as a criminal justice officer. In order to successfully complete the initial phase of testing, **you must score 80 or higher on each of the aforementioned two sections.** Accordingly, applicants must attain a score of 80 or higher on the composite score of the average of each scored section.

All participants will receive written notification as to their standing approximately two weeks following the exam. The top twenty written scores and ties will go on to the initial oral interview phase of the testing process. Individuals scoring 80 or greater, but not among the top twenty scorers, will remain in a pool, and will be called up in groups of ten and ties for the oral interview phase, if and when needed. This pool of applicants, at the discretion of the Board of Fire & Police Commissioners (BOFPC) may remain in effect for two years from the posting of the initial eligibility list. In addition, the BOFPC may vote to extend the eligibility list for an additional year.

Individuals who proceed to the oral interview phase with the BOFPC must then attain an overall score of 80 or higher on a scale of 100 when both the written and oral scores are combined and averaged. Successful individuals then will be placed on an initial eligibility list and will be called up for additional testing as vacancies occur.

Additional pass/fail phases are the polygraph exam, psychological exam, medical exam including drug screening, physical agility test (POWER Test) and a thorough background investigation. All applicants will be required to sign a "Waiver and Authorization to Release Information" form for use in the background investigation.

The background investigation shall consist of the following: a complete criminal history check at the national, state and local levels; a complete traffic history at the state and local levels; a review of the employment history with prior employers and your current employer; verification of education; verification of military discharge status (if applicant served in any military branch); a credit history check; a personal interview with the spouse (if applicable); personal interviews with at least three (3) personal references (to be furnished upon request by the background review personnel).

NOTE: Convictions for traffic related or misdemeanor offenses may not result in automatic disqualification for employment as a police officer. However, the verified conviction of any felony offense and certain misdemeanor offenses shall result in disqualification of any applicant.

**APPLICANTS SHOULD BE AWARE THAT SENSITIVE OR CONFIDENTIAL ASPECTS OF THEIR PERSONAL LIFE MAY BE EXPLORED.**

**POLICE SALARY & BENEFIT PACKAGE\***

Salary range  
Effective 5/1/2013

**Compensation**

Starting	\$56,115
After 1 Year	\$57,670
After 2 Years	\$62,284
After 3 Years	\$67,266
After 4 Years	\$72,649
After 5 Years	\$78,460
After 6 Years	\$84,798

\*Starting salary may be negotiated for persons with a minimum of two years prior police experience/maximum two-year step.

Time and one-half for overtime and court.

Three (3) hour minimum for court.

Two (2) hour minimum for call out.

Certified Police Officer Pay  
(After three (3) years of service)  
\$2,600 annually

**Specialty Pay**

Investigator	\$ 1,000
Foreign Language Interpreter	\$ 550
Evidence Technician	\$ 850
Breathalyzer Operator	\$ 650
Field Youth Officer	\$ 650
Arson or Accident Investigator	\$ 650
Range Officer	\$ 450
Police Training Officer	\$ 1,000 & 1 hour extra straight pay per training day

**Longevity Pay (Annual)**

After 5 years of service	\$ 400.00
After 10 years of service	\$ 500.00
After 15 years of service	\$ 600.00
After 20 years of service	\$ 700.00

### **Vacation Program**

Up to six (6) months service	40 hours
Six (6) months to one (1) year	40 hours
One (1) year to five (5) years	80 hours
Five (5) years to six (6) years	96 hours
Six (6) years to seven (7) years	104 hours
Seven (7) years to ten (10) years	120 hours
Ten (10) years to eleven (11) years	136 hours
Eleven (11) years to twelve (12) years	144 hours
Twelve (12) years to thirteen (13) years	152 hours
Thirteen (13) years to eighteen (18) years	160 hours
Eighteen (18) years to twenty (20) years	172 hours
Twenty (20) years and up	184 hours

### **Personal Time**

Six (6) personal days off per year with pay

***NOTE: Vacation and Personal Time can be sold back twice a year at 100% of current rate.***

### **Holidays**

Eight (8) automatically paid Holidays

(If actually worked, an additional 4 hours premium pay)

New Year's Day	Labor Day
Presidents Day	Columbus Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

### **Sick Leave Policy**

Employees earn one (1) day per month and may accumulate up to ninety-six (96) days. Once each year, the Village may buy back any excess time over sixty (60) days at the rate of fifty percent (50%).

### **Bereavement Leave**

Three (3) days leave with pay are available upon the death of anyone in the immediate family.

### **Uniform Allowance**

Upon hire, employees will be issued their first two years of uniform allowance. Beginning June of the third year of employment, the employee will receive their annual uniform allowance. The uniform allowance for 2013 is \$650. Body armor is provided by the department upon hire and replaced on a five (5) year schedule.

### **Insurance Program**

Several excellent program options of health insurance currently exist in the Village of Mount Prospect. A \$50,000 life insurance policy is provided with an option for the employee to purchase an additional \$50,000 at excellent rates.

### **Residency**

The Mount Prospect Police Department has no residency or geographical boundary requirement prior to testing. Six months following hire, a non-resident of Illinois is required to relocate within the state since a valid Illinois driver's license is a requirement of the position.

### **Pension Plan**

Pension systems exist to protect employees and families from the economic consequences of old age, disability, and death. The pension which covers Illinois police officers provides superior protection in each regard.

The basic retirement plan allows a police officer to retire with one-half pay after 20 years of service. This pension may begin being drawn at age 55. If an employee stays past twenty years, pension benefits increase gradually from one-half pay to up to 75% of pay after 30 years of service. The system accomplishes two basic goals. It recognizes that police work exacts a physical and emotional effort and many workers will be ready to leave the profession by age 55. However, it also recognizes that people who stay past age 55 should be generously rewarded with additional benefits.

Annual "Cost of Living" increases begin at age 60 for each year an officer is in receipt of pension.

Benefits are available for officers who become permanently disabled for performing police work. The benefit level is 50% of pay if the disability is non-job related and 65% of pay if the disability arises out of police work.

Pensions are paid to the survivors of police officers under various circumstances. The spouse of an officer killed in the line of duty will receive 50% of his salary for life, or a higher amount if the officer had more than 20 years of service at the time of death. The same benefits are paid if the death is not job related, however, the officer must have been on the job for at least eight (8) years. Finally, the pension of an officer already retired continues to be paid to the officer's eligible survivors. The Mount Prospect Police Pension Fund has assets in excess of 43 million dollars.

Police officers pay approximately 10% of their pre-tax base salary to the pension fund as an employee contribution. Police officers do not participate in the Social Security System and do not pay social security contributions other than 1.45% for Medicare.

The Village of Mount Prospect offers a supplemental retirement savings plan under Section 457 of the Internal Revenue Code. Known as "deferred compensation," the plan allows an employee to save pre-tax dollars and have the money accumulate on a tax deferred basis.

## TESTING SCHEDULE

July 3, 2013	Final date for return of Preliminary Applications and all required documents (due at 12 Noon C.D.T.)
July 31, 2013	Mandatory Orientation (6:00 p.m. C.D.T.) <i>Applicants must report between 5:15 p.m. and 5:45 p.m. C.D.T.</i>
August 3, 2013	Written examination (8:00 a.m. C.D.T.) <i>Applicants must report between 7:00 a.m. and 7:45 a.m. C.D.T.</i>

### THE FOLLOWING DATES ARE TENTATIVE:

Late August/Early September	Oral Interviews
Upon completion of the Oral Interviews	Posting and mailing of initial probationary eligibility list to successful candidates.
As Vacancies Occur:	Polygraph examination, a psychological examination, a medical examination including drug screening, a physical agility examination, and a thorough background investigation. <b><u>Applicants must note that as vacancies occur, eligible candidates will be required to be available to undergo the above listed tests on short notice.</u></b>

### NIPSTA P.O.W.E.R. TEST SCHEDULED DATES **ADVANCED REGISTRATION REQUIRED**

**JUNE 22, 2013**

**JULY 19, 2013**

2300 PATRIOT BOULEVARD, GLENVIEW, ILLINOIS

ADDITIONAL INFORMATION MAY BE OBTAINED AT THE NIPSTA WEB SITE OF [WWW.NIPSTA.ORG](http://WWW.NIPSTA.ORG)

**NOTE: ALL CANDIDATES MUST BRING THEIR NIPSTA POWER TEST CARD AND A PHOTOCOPY OF THE NIPSTA CARD TO THE ORIENTATION FOR SIGN-IN (7/31/2013).**

If you have any questions, please contact Public Safety Recruitment by email or phone.

Email: [info@publicsafetyrecruitment.com](mailto:info@publicsafetyrecruitment.com)

Phone: (800) 343-HIRE (4473)

Do NOT contact the Village of Mount Prospect or the Police Department with questions. All communication should go to Public Safety Recruitment.

Business hours are Monday – Thursday, 9:00 a.m. – 5:00 p.m.

and

Friday, 9:00 a.m. – 3:00 p.m. Closed weekends and Holidays.

THE FOLLOWING AREAS ARE QUESTIONED DURING EACH POLICE CANDIDATE POLYGRAPH EXAMINATION:

Thefts of merchandise from places of employment.

Thefts of money from places of employment.

Thefts from a store by shoplifting.

Illegal drug trafficking or dealing.

Illegal drug or medication use.

Use of alcohol.

Falsification or minimization of any details in your written testing or requested information.

Participation in any type of organized crime.

Arrests for anything other than minor traffic violations.

Commission of a crime which has not been detected.

Concealment of anything in your background that would affect your chances for this position.

Involvement in a physical fight with another person.

Use of excessive physical force against another person.

Payment or receipt of any bribes.

Setting of any illegal fires.

THE FOLLOWING AREAS ARE QUESTIONED IF THERE HAS BEEN PREVIOUS OR PRESENT POLICE/PUBLIC SAFETY EXPERIENCE:

Commission of any unlawful acts while in uniform or while functioning in the line of duty.

Commission of any thefts on duty as a police officer.

Violation of any departmental rules or regulations.

## JOB DESCRIPTION

### POLICE OFFICER

The Patrol Officer job classification is a position that is appointed by the Board of Fire and Police Commissioners of the Village of Mount Prospect heretofore created and now acting pursuant to the Illinois Compiled Statutes, Chapter 65, Section 5/10-2-1 and the Village Municipal Code, Chapter 5, Sections 5.701 to 5.707. The Patrol Officer is primarily assigned to the uniformed Patrol Section, but may also be assigned to other components within the Department from time to time. The Patrol Officer is primarily under the immediate supervision of the Shift Supervisor and is responsible for enforcing laws, keeping the peace and protecting the rights of the citizenry. He/she must take police action whenever required, wherever required, within the bounds of his/her authority and within the realm of legality.

### PATROL OFFICER

#### DUTIES AND RESPONSIBILITIES:

- Enforcing traffic laws.
- Conducting routine preventive patrol.
- Enforcing parking laws.
- Protecting citizens and property.
- Responding to and handling calls for service.
- Assisting citizens whenever necessary.
- Meeting court testimony obligations.
- Performing community relations activities.
- Preventing crime.
- Writing reports and other police documents.
- Making arrests.
- Assisting fellow officers.
- Enforcing local ordinances.
- Investigating traffic accidents.
- Maintaining Department equipment.
- Handling special assignments.
- Performing traffic control activities.
- Resolving conflicts.
- Assisting other agencies.
- Apprehending criminals.
- Protecting crime scenes.

#### MOST FREQUENTLY PERFORMED DUTIES:

- Patrolling.
- Writing tickets.
- Enforcing traffic laws.
- Answering calls for service.
- Investigating traffic accidents.
- Writing reports.
- Conducting premise checks.
- Performing general squad maintenance.

MOST FREQUENTLY PERFORMED DUTIES: (cont.)

Operating vehicle speed detection devices.  
Conducting preliminary criminal investigations.  
Handling domestic disturbances.  
Effecting arrests.  
Handling lockouts.  
Assisting stranded/stalled motorists.  
Testifying in court.  
Assisting the Fire Department.  
Assisting fellow officers.  
Investigating thefts.  
Attending Roll Call.

Performing specialized functions; i.e. breathalyzer operations, bond hearings, fingerprinting, photography, etc.

SKILLS/KNOWLEDGE/ABILITIES REQUIRED:

Thorough knowledge of state and local laws (criminal and traffic).  
Good sense.  
Ability to effectively deal with people from all segments of society.  
Good writing skills.  
Good verbal skills.  
Good driving skills.  
Proficiency in firearms operations.  
Good overall physical skills.  
Knowledge of Department directives and procedures.  
Patience.  
Knowledge of the geography of the Village.  
Ability to make decisions and react quickly and calmly in emergencies.  
Ability to follow orders.  
Good reading skills.  
Ability to work effectively with co-workers.  
Ability to maintain confidentiality in all matters of the Police Department.

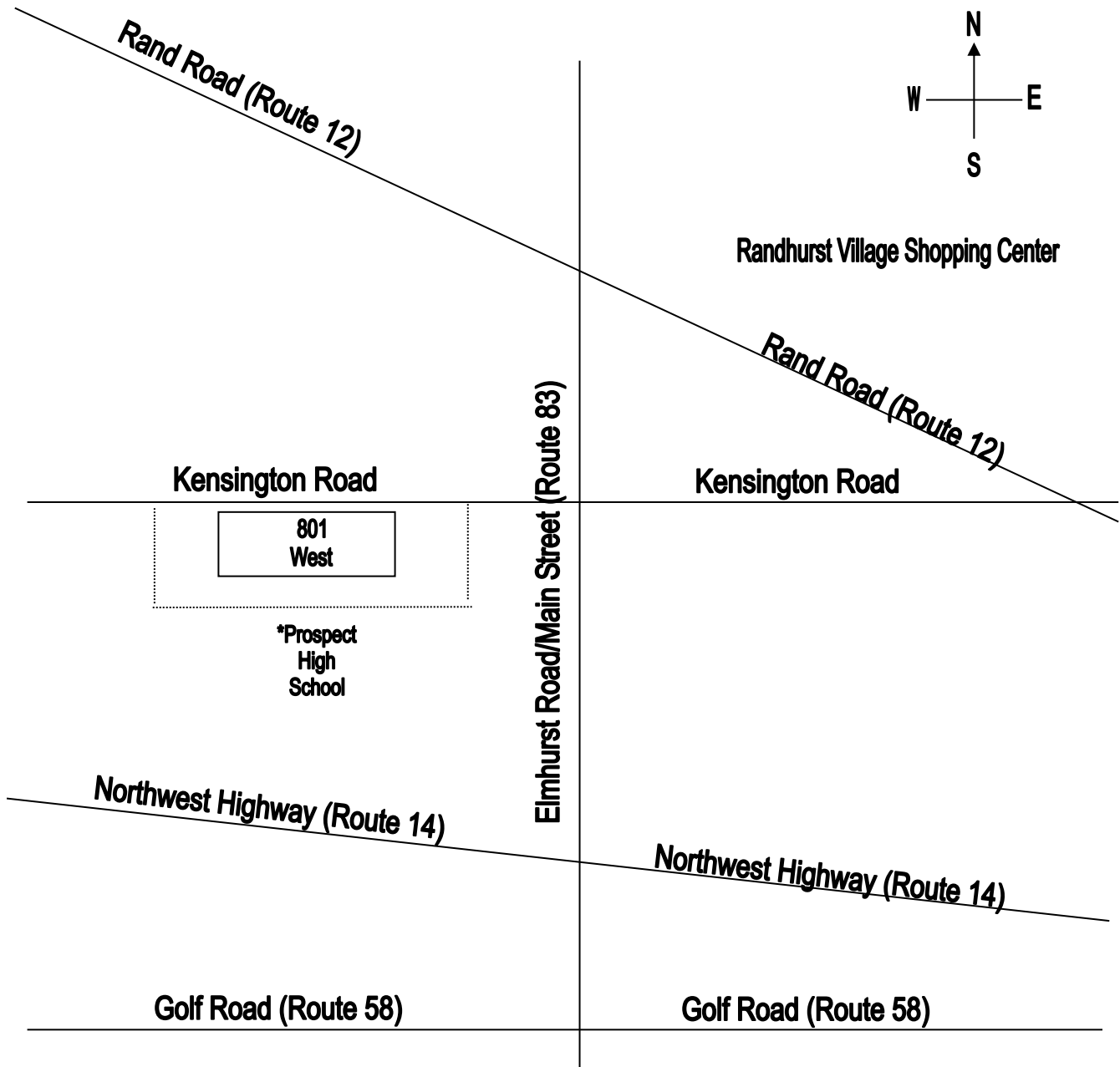
MINIMUM TRAINING AND EXPERIENCE RECOMMENDED:

High school diploma or equivalent, and minimum 60 College semester hours or equivalent.  
Basic police training and certification at an approved academy.  
Good driving skills with good driving history.

# MOUNT PROSPECT POLICE DEPARTMENT POLICE TESTING FACILITY

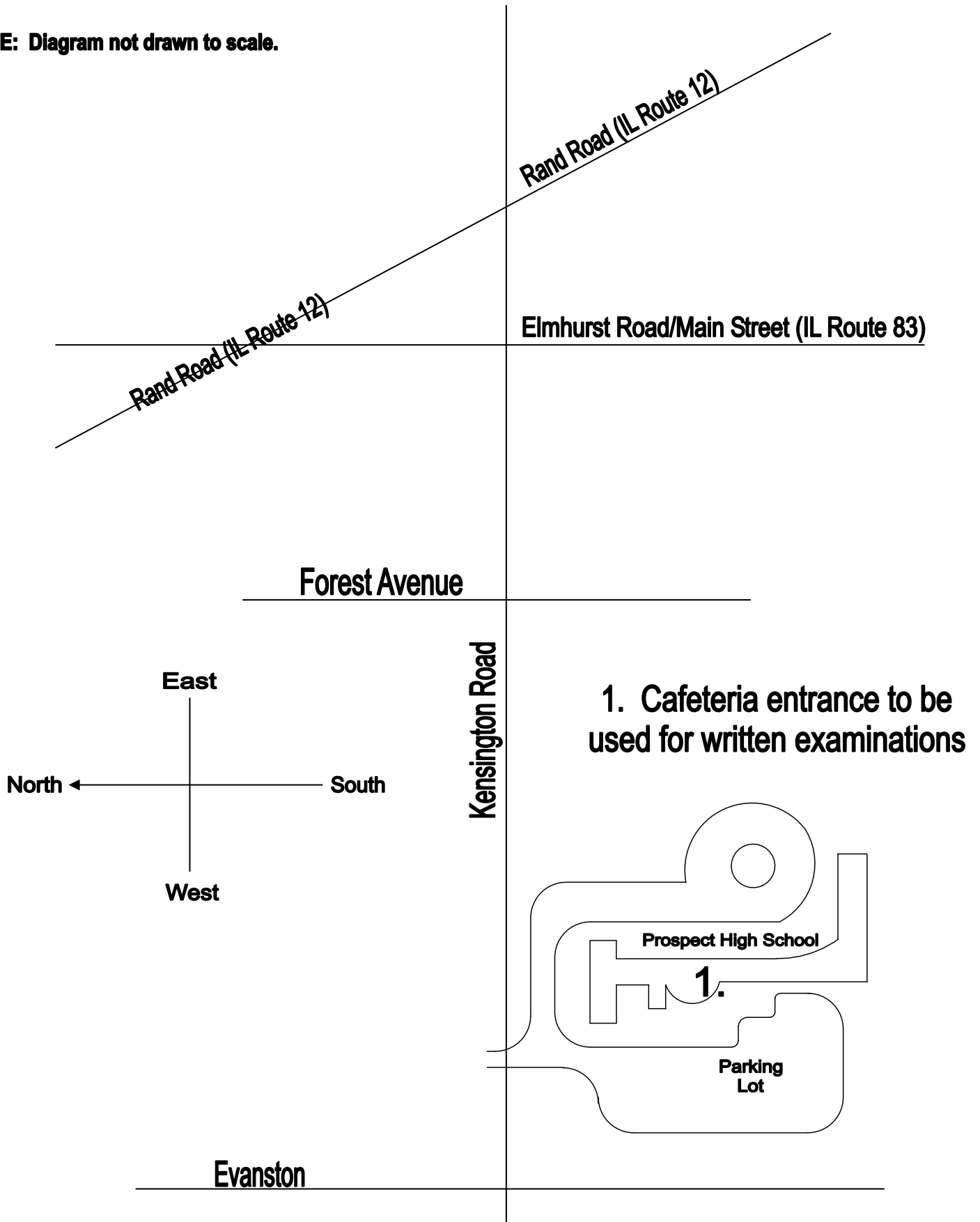
**LOCATION:** Prospect High School  
801 W. Kensington Road  
Mount Prospect, IL 60056

**DIRECTIONS:** Prospect High School is seven (7) blocks west of Elmhurst Road/Main Street on Kensington Road. As depicted in the map below, Elmhurst Road is intersected by Golf Road, Northwest Highway and Rand Road. The high school is located on the south side of Kensington Road.



**NOTE: Diagram not drawn to scale.**

**NOTE: Diagram not drawn to scale.**



**VILLAGE OF MOUNT PROSPECT**

**BOARD OF FIRE AND POLICE COMMISSIONERS**

**STATEMENT OF POLICY**

It is the express policy of the Village of Mount Prospect and the Board of Fire and Police Commissioners to recruit, select, hire, retain and promote the most qualified available persons for positions in the Mount Prospect Police Department without regard to race, color, religion, sex, age, national origin or disability (except where specific requirements constitute a bonafide occupational qualification). In keeping with this policy, the Village of Mount Prospect and the Board of Fire and Police Commissioners commit themselves to insure that all of the functions which they perform are administered in a responsible manner in conformance with the law, public policy and the policy expressed by the Equal Employment Opportunity Plan of the Mount Prospect Police Department.