

Village of South Holland Police Department

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

MINIMUM REQUIREMENTS

- \$25 non-refundable application fee;
- U.S. Citizen;
- 21 years of age and no more than 35 years of age at time of application, unless exempt by statute;
- High School diploma or GED;
- Valid Driver's License;
- Must have at least 30 credit hours of College from an accredited university (Copy of official college transcripts due at application deadline.);
- 20/70 binocular vision correctable to 20/20 and not be color blind;
- Submit proof that they have passed the Illinois POWER test within the past year as of September 5, 2014 (POWER test cards considered valid if issued 9/5/13 – 9/5/14). POWER tests are accepted from the following agencies:
 - Joliet Junior College – Joliet, IL - (815) 280-2674 or email jgraham@jjc.edu;
 - NIPSTA – Glenview, IL – www.nipsta.org;
 - Triton College – River Grove, IL - <http://www.triton.edu/power/> or (708) 456-0300, Ext. 3326;
- Must be able to comply with contractually agreed upon residency requirement: All employees must reside within a three-mile radius of South Holland's Village Hall by the end of one (1) year of employment. Any employee who has so resided within such three-mile radius for four (4) years or more will thereafter be allowed to reside in any city/town that has any portion of its borders located within a ten-mile radius of the South Holland's Village Hall. Any employee who has so resided with the three-mile and/or ten-mile radius for eight (8) years or more will be allowed to reside in any city/town that has any portion of its borders located within a twenty-mile radius of South Holland's Village Hall except that for the City of Chicago the actual ten-mile and twenty-mile radius line will be used;
- Be of high moral standards and personal integrity and habits based upon contemporary Village standards, as determined by the Police Department;
- Be free of any felony convictions, or misdemeanor criminal convictions as specified in CH.24, Section 10-1-7 of the Illinois Revised Statutes;
- Be able to pass written examinations, power test, oral interviews (2), background investigation, psychological & polygraph examinations and a medical examination;
- Complete and submit online application and all required documents by 2:00 p.m. on Friday, September 5, 2014.

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 2:00 p.m. on Friday, September 5, 2014. 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 issued by a license agency must successfully complete the POWER test. For more information or to register for the POWER test, contact one of the following agencies:
 - a. NIPSTA – 2300 Patriot Blvd. Glenview, IL – www.nipsta.org or (847) 998-8090
 - b. Triton College – 2000 Fifth Ave. River Grove, IL - <http://www.triton.edu/power/> or (708) 456-0300 ext. 3326
 - c. Joliet Junior College – 1215 Houbolt Rd. Joliet, IL - Contact Janet Graham at (815) 280-2674 or jgraham@jjc.edu
- 3) Return **signed release forms and required documents** (see checklist, attached) to Public Safety Recruitment before 2:00 p.m. on Friday, September 5, 2014. Documents should be directed to Public Safety Recruitment, Attn.: SHPD, 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 2:00 p.m. on Friday, September 5, 2014 will NOT be accepted.** Faxed release forms will not be accepted.
- 4) **Attend Mandatory Orientation on Friday, October 3, 2014 at Thornwood High School, 17101 S Park Ave, South Holland, IL 60473.** Orientation begins at 7:00 p.m. **Arrive by 6:15 p.m. with your valid Driver's License or State ID to sign in.** Candidates who do not attend the mandatory orientation will be eliminated from the testing process.
- 5) **Attend Written Exam on Saturday, October 4, 2014 at Thornwood High School, 17101 S Park Ave, South Holland, IL 60473. Arrive by 8:15 a.m. with your valid Driver's License or State ID to sign in.** Doors close at 9:00 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 holidays and weekends

**CHECK LIST:
SOUTH HOLLAND POLICE DEPARTMENT**

<u>Application:</u> <input type="checkbox"/> Confirmed online	DEADLINE: 9/5/2014 at 2:00 p.m. WRITE YOUR CONFIRMATION NUMBER HERE: _____ <small>(The confirmation page immediately follows the references section of the online application)</small>
<u>Release Forms:</u> DEADLINE: 9/5/2014 at 2:00 p.m. *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. <input type="checkbox"/> Consent and Release Agreement (2 pages) – must be signed and dated by applicant.	
<u>Other required documents:</u> DEADLINE: 9/5/2014 at 2:00 p.m. <input type="checkbox"/> 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.) <input type="checkbox"/> COPY of Original College Transcripts showing completion of at least 30 credit hours of college courses <input type="checkbox"/> COPY of valid Driver's License (copy of front and back if you received a renewal sticker) <input type="checkbox"/> COPY of Social Security Card <input type="checkbox"/> COPY of POWER test card issued within 12 months prior to application deadline (Cards considered valid only if issued from 9/5/2013 – 9/5/2014) <input type="checkbox"/> 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. <u>ONE</u> OF THE FOLLOWING IS ACCEPTABLE AND REQUIRED: <div style="margin-left: 20px;"><input type="checkbox"/> Copy of <u>U.S.</u> 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 <u>Hospital copy not accepted.</u>) <div style="margin-left: 20px;">OR <input type="checkbox"/> Copy of valid U.S. Passport <div style="margin-left: 20px;">OR <input type="checkbox"/> Copy of Naturalization Papers</div></div></div> <input type="checkbox"/> COPY of Military Record and discharge papers (if applicable)	

Applications 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 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: SHPD
1127 S. MANNHEIM RD., SUITE 203
WESTCHESTER, IL 60154**

DO NOT SUBMIT REQUIRED DOCUMENTS TO THE DEPARTMENT OR VILLAGE OF SOUTH HOLLAND.



South Holland Police Department

Entry Level Police Officer Application

Thank you for your interest in joining the South Holland Police Department. If you are successful you will become a member of one of the premier Police Department's in the Chicago Southland Community. We pride ourselves in our professionalism and service to our community and expect the absolute best from our officers. If this is what you want to be a part of then we wish you well in your pursuit.

Listed below are requirements for becoming a South Holland Police Officer and the itinerary for the testing process on October 4, 2014. Please be aware of the fact that if you do not present or have the required documents you will not be seated for the examination.

Starting annual pay for this position is \$53,560.00

Requirements

- ***Be a United States Citizen***
- ***21 years of age and no more than 35 years of age at time of application***
- ***High School diploma or GED***
- ***30 credit hours of College from an accredited university***
- ***Speak, read, and write the English language fluently***
- ***Be able to pass written examinations, power test, oral interviews (2), background investigation, psychological & polygraph examinations and a medical examination.***
- ***20/70 binocular vision correctable to 20/20 and not be color blind***
- ***Submit proof that they have passed the Illinois POWER test within the past year as of September 5, 2014 (POWER test cards considered valid if issued 9/5/13 – 9/5/14). POWER tests are accepted from the following agencies:***
 - ***Joliet Junior College – Joliet, IL - (815) 280-2674 or email jgraham@jjc.edu;***
 - ***NIPSTA – Glenview, IL – www.nipsta.org;***
 - ***Triton College – River Grove, IL - <http://www.triton.edu/power/> or (708) 456-0300, Ext. 3326;***
- ***Must be able to comply with contractually agreed upon residency requirement: All employees must reside within a three-mile radius of South Holland's Village Hall by the end of one (1) year of employment. Any employee who has so resided within such three-mile radius for four (4) years or more will thereafter be allowed to reside in any city/town that has any portion of its borders located within a ten-mile radius of the South Holland's Village Hall. Any employee who has so resided with the three-mile and/or ten-mile radius for eight (8) years or more will be allowed to reside in any city/town that has any portion of its borders located within a twenty-mile radius of South Holland's Village Hall except that for the City of Chicago the actual ten-mile and twenty-mile radius line will be used;***
- ***Successfully pass training academy & probationary period***
- ***Be of high moral standards and personal integrity and habits based upon contemporary Village standards, as determined by the Police Department***
- ***Be free of any felony convictions, or misdemeanor criminal convictions as specified in CH.24, Section 10-1-7 of the Illinois Revised Statutes***
- ***Furnish copies of birth certificate, high school diploma or GED, college transcripts, Military Service Record & discharge papers, social security card, valid driver's license and background release.***
- ***Attend Mandatory Orientation on Friday, October 3, 2014 at Thornwood High School, 17101 S Park Ave, South Holland, IL 60473. Orientation begins at 7:00 p.m. Arrive by 6:15 p.m. with your valid Driver's License or State ID to sign in. Candidates who do not attend the mandatory orientation will be eliminated from the testing process.***
- ***Applicants are required, and must notify the Chief of Police in writing of any change to his or her address and or phone number. Failure to do so may result in the department not being able to contact you to move forward in the hiring process and will result in being removed from the eligibility list. Telephone calls of changes will not be accepted.***

Send changes in writing to:

***South Holland Police Department
Chief of Police
16220 Wausau Ave.
South Holland, IL 60473***



Public Safety Recruitment
1127 S. Mannheim Rd., #203
Westchester, IL 60154
1-800-343-HIRE
www.publicsafetyrecruitment.com

CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK AND PHYSICAL ABILITY ASSESSMENT

Application and Background Check

I acknowledge that as a condition of being considered for employment with the South Holland Police Department ("Employer"), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer and its representative, Public Safety Recruitment, to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, verifications of academic credentials and licenses, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act ("FCRA") and local or state credit privacy laws if applicable. If requested by Employer or Public Safety Recruitment, I hereby consent to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation.

All information obtained by Employer or Public Safety Recruitment pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and Public Safety Recruitment, and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at Potential Employer.

I hereby consent to this background information investigation by Employer or Public Safety Recruitment. I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FCRA.

Physical Ability Tests

I further acknowledge that as a condition of being considered for employment with Employer, or of my continued employment at Employer, I may be required to participate in a physical ability test, which may test my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, testing officials, and/or testing monitors; lack of hydration, weather, and/or other natural conditions. I hereby assume all of the risks of participating in any physical ability test.

I certify that I am physically fit, have sufficiently trained for participation in this physical ability test, and have not been advised otherwise by a qualified medical person.

By signing below, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the physical ability test and/or while traveling to and from this physical ability test, Employer and Public Safety Recruitment, and their directors, officers, employees, volunteers, representatives and agents, (B) indemnify and hold harmless all entities or persons mentioned in this paragraph from any and all liabilities, damages (including attorney fees and costs) or claims made by other individuals or entities as a result of my participation in this physical ability test.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness during any physical ability test.

I understand that during a physical ability test I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by Employer and/or Public Safety Recruitment.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

I hereby certify that I have read this document and I understand its content.

Print Name: _____

Signature: _____ Date: _____