

VILLAGE OF WESTERN SPRINGS

POLICE DEPARTMENT



COMMUNITY AND DEPARTMENT INFORMATION

Village of Western Springs
740 Hillgrove Avenue
Western Springs, Illinois 60558
708-246-8540

www.wsprings.com



The Village of Western Springs is an Equal Opportunity Employer

Applicant Information

This information is intended to provide applicants with an overview of the Village of Western Springs and the Police Department.

Community Profile

The Village of Western Springs was incorporated in 1886. The Village consists of 2.32 square miles and has a population of about 13,500. The Village housing stock is made up of almost exclusively high quality single family detached units ranging in value from \$500,000 to over \$2,000,000. Approximately 78% of the residents have a bachelor's degree or higher and the average household income is \$150,880.

Western Springs School District 101 serves three elementary schools and one junior high school. Lyons Township High School District 204 is a regional high school that has two campuses. The south campus is located in Western Springs and houses both freshman and sophomore students. There is one private elementary school located in the Village serving students from Western Springs as well as surrounding communities.

The Burlington Northern-Santa Fe Railway provides a 25 minute express commute to Chicago's Loop. Western Springs is located approximately 16 miles west of Chicago with a driving time of 25 to 40 minutes.

Many local shopping opportunities are available at Garden Market as well as a historic downtown shopping district. Oak Brook Center, Yorktown, and Orland Square malls are easily accessible.

The Village's Recreation Department offers a full range of activities through its two recreation centers and numerous programs in the parks. The Park District maintains over 80 acres of parks for community use. The Bemis Woods Forest Preserve is directly north of Western Springs along Salt Creek, offering picnic grove areas, bike trails, cross country skiing, and nature studies. Nearly a dozen golf and country clubs are within 5 miles of the community. Other recreational activities are offered by 24 civic, fraternal, and neighborhood clubs.

Police Department

The Police Department currently employs 21 full-time sworn police officers. There is currently a Chief, one Deputy Chief, and four Sergeants. Specialized assignments include, but are not limited to, Detective, High School Resource Officer, Crime Prevention Officer, and the Emergency Services Team. A total of 15 sworn sergeants and officers are assigned to the Patrol Division. Civilian staff includes one Community Service Officer/Records Manager, an Administrative Services Coordinator, two Records Specialists, and a part-time Accreditation Manager. The Department also employs 8 part-time crossing guards. In addition, the Department has several volunteer Auxiliary Police Officers coupled with an Explorer Youth Program.

The Department is accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) which demonstrates that our policies and procedures comply with or exceed best practices and national standards. The Police Department received its fourth consecutive re-accreditation award in 2016 and is scheduled for its next full review and anticipated fifth re-accreditation in 2020.

Recruit Training

Applicants who are appointed to the Department by the Board of Fire and Police Commissioners are required to attend 14 weeks of basic academy training at one of the authorized training State academies. Recruit officers receive their full salary and benefits while attending the academy.

Each recruit is required to:

- Successfully complete the basic academy.
- Successfully pass the comprehensive written examination in order to receive State certification attesting to successful completion of the minimum standard basic law enforcement training requirements.

After graduation from the academy, the officer will be assigned to the Department's Field Training Program under the supervision of several certified Field Training Officers. The officer must successfully complete all requirements of the Field Training Program before the officer is cleared for solo patrol duties.

Failure to successfully complete all aspects of basic academy training and field training will result in dismissal of the police recruit from the Village of Western Springs Police Department.

Work Schedule

Currently, officers assigned to the Patrol Division work a 28 day schedule consisting of semi-fixed 12 hour shifts. There are 4 shifts within the Patrol Division and officers generally remain on the same shift for one year. Shift assignments are made as necessary in order to maintain appropriate staffing levels on each shift. Regular shift hours are:

6:00 a.m. – 6:00 p.m.
6:00 p.m. – 6:00 a.m.

Salary

Salaries are determined by the Collective Bargaining Agreement between the Village of Western Springs and Metropolitan Alliance of Police Chapter 360.

STEP

Starting salary for probationary officers:	\$67,372.43
A	\$69,014.69
B	\$70,700.02
C	\$77,169.98
D	\$79,828.83
E	\$86,975.07
F	\$90,929.41
G	\$94,882.68

Advancement from the Probationary Step to Step A shall be upon successful completion of the 18 month probationary period. Advancement through Steps A through F occur at twelve month intervals. Advancement from Step F to Step G is after two years.

At the discretion of the Police Chief, an employee with at least two (2) years prior experience as a police officer may be paid at Step B of the above salary schedule upon successful completion of the probationary period.

Thereafter, the employee shall advance through the steps in accordance with the Collective Bargaining Agreement.

Tuition Reimbursement

The Village of Western Springs employees are encouraged to enroll in college or university courses which are designed to improve job skills. Where a course is directly and immediately related to the employee's work responsibilities and the Village will receive a significant benefit, the employee may qualify for 100% tuition reimbursement upon satisfactorily completing the course. Reimbursement is limited to \$4,000 per employee per fiscal year.

Vacation Schedule

Years of Continuous Service	Bi-weekly hours earned	Total hours of vacation per year
Hire through 6 years	6.15	160
7 through 12 years	7.69	200
13 years and beyond	9.23	240

The foregoing number of vacation days includes holidays and shall be in lieu of time off for holidays and holiday pay.

Holidays

An officer who is required to work on one of the following holidays will be paid 1-1/2 times their regular straight-time hourly rate of pay for all hours actually worked on a holiday:

New Year's Day	Thanksgiving Day
President's Day	Friday after Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	Martin Luther King Day

Personal day

Each officer receives two non-accumulative personal days (17 hours) for use during the following calendar year.

Sick leave policy

An officer is granted one day of sick leave of each full calendar month of employment. The number of sick leave days shall not exceed 240 days at any one time.

Uniform allowance

New officers are provided all uniforms including leather equipment. The department provides the officer's star, hat shield, weapon, and body armor. Officers are allotted \$600 annually as a uniform allowance (pro rata if employed less than a year). Officers are required to submit valid vouchers/receipts for purchase of appropriate uniform items.

Bereavement leave

An officer may be granted a bereavement leave of absence of up to three (3) days without loss of pay in cases of death of a member of the officer's family. The purpose of such leave shall be to attend the funeral (including making arrangements for the funeral).

Insurance program

The Village provides for participation in the Village's Group Hospitalization and Major Medical Insurance Program, PPO or an HMO. Employees are required to contribute the following amount for the Gross Monthly Employee Contribution:

- Single 10%
- Family 20%

This amount is deducted from the employee's pay check.

Term life insurance

Each officer is provided with term life insurance coverage in a dollar amount equal to the officer's salary, up to \$50,000.

Pension plan

Officers are required to complete a separate application to the Village of Western Springs Police Pension Board for acceptance into the Police Pension. Officers may qualify for a pension after 55 years of age under the TIER 2 Pension formula for those employed on or after January 1, 2011.

Professionalism-Integrity-Pride-Service-Dedication



IOS Recruitment and Testing Services Western Springs Police Department Entry Level Police Officer Application Instructions

Thank you for your interest in the Western Springs Police Department!

Please be sure to carefully review all application instructions and testing information.

Police Officer Application Instructions:

1. Carefully review the **minimum requirements** on the following page. **All requirements must be met by the specified deadline, Thursday, March 19, 2020 at 4:00 PM.** Documents delivered after the application deadline will **not** be accepted. Applicants who do not meet the minimum requirements by the application deadline will not be allowed to continue in the testing process.
2. Visit **iosolutions.com** to complete the online application for the position of Police Officer. When you have finished the online application, you will receive a **confirmation number**- save this number for your records.
3. In addition to the online application, applicants must mail/ship or hand deliver the release form and required documents. Documentation sent via **email will NOT be accepted.**
 - **MAIL/HAND-DELIVERY** – Gather all required documents, release form(s), and place all documents into an envelope. Mail/ship the envelope via a traceable carrier (FedEx, UPS, etc.) or hand-deliver to:

**IOS Recruitment
ATTN: Western Springs PD
1520 Kensington Road, Suite 110
Oakbrook, IL 60523**

Business Hours: M- Th 8:30 a.m. – 5:00 p.m.; Fri- 8:30 a.m. – 3:00 p.m.;
Closed weekends and holidays

4. Please contact IOS Recruitment at (800)-343-HIRE or recruitment@iosolutions.com with questions regarding the application, testing site, required documents **before** the application deadline date.

Orientation and Testing Information:

Candidates must attend the mandatory orientation and written examination on **Saturday, April 18, 2020.** Doors will open for sign in at 8:15 AM, please arrive **no later than 8:45 AM** with a photo ID (driver's license, state ID, military ID).

Test will be held at:
Lyons Township High School South Campus
4900 Willow Springs Rd.,
Western Springs, IL 60558

**Eligible applicants must park and enter the building located at the far southwest entrance*

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.





IOS Recruitment and Testing Services Western Springs Police Department Entry Level Police Officer Application Instructions

Application Deadline: Thursday, March 19, 2020 at 4:00 PM

Police Officer Minimum Requirements:

- \$35.00 non-refundable application fee
- No felony convictions
- US Citizenship
- Valid Driver's License
- High school diploma or Equivalent (G.E.D. certificate)
- 21 to 34 years of age as of application deadline (3/19/2020) or as otherwise exempt from age limitation by Illinois State Statute 65 ILCS 5/10-2.1-6
- Must have a Bachelor's Degree from an accredited College or University

OR

A copy of DD-214 long form showing at least thirty- six (36) months of active service in any branch of the United States military service with an honorable discharge or has served for 180 days of active duty in the United States Armed Forces in combat duty recognized by the Department of Defense and was honorably discharged as outlined in Illinois State Statute 65 ILCS 5/10-2.1-6.

- Must have a current and valid POWER Test Card dated within 12 months **prior** application deadline (cards considered valid only if issued 3/19/2019- 3/19/2020)
 - POWER test may be taken at one of the following testing agencies:
 - NIPSTA – Glenview, IL – www.nipsta.org
 - Joliet Junior College – Joliet, IL - www.jjc.edu
 - Triton College - www.triton.edu/power
- Must be physically able to perform the essential duties of the position
- Must have at least 20/100 binocular vision without glasses, correctable to 20/20 with glasses and shall not be color blind
- Must be of good moral character
- Must not have tattoos that would be visible in whole or in part while wearing any uniform apparel of the department
- Must attend mandatory orientation session (no exceptions) and pass all phases of the testing process
- Must participate in an eight (8) hour ride-along with a police officer during the background investigation portion of the hiring process. The ride-along will be scheduled by the agency at that time.
- The Board of Fire and Police Commissioners requires all employees to enter into an expense reimbursement agreement upon hire.





IOS Recruitment and Testing Services Western Springs Police Department Entry Level Police Officer Application Instructions

WESTERN SPRINGS POLICE OFFICER APPLICATION DOCUMENTS

Due: **Thursday, March 19, 2020 at 4:00 PM**

- Confirmed Online Application** Write Your Confirmation Number Here: _____
- Consent and Release Agreement (2 pages)**- ORIGINAL INK signature required- must be signed and dated by applicant.
- Reimbursement Agreement (4 pages)**- must be signed and dated by applicant
- COPY of High School Diploma or GED**
If you do not have a copy of your high school diploma, please submit a copy of your high school transcripts (showing graduation date) or a signed letter on school letterhead with your name and date of graduation.
- COPY of Valid Driver's License**
Include copy of both sides only if license bears renewal sticker.
- COPY of Birth Record as Proof of Citizenship**
The following documents are accepted as proof of citizenship:
 - COPY of U.S. COUNTY-/STATE-ISSUED BIRTH RECORD
 - COPY of VALID U.S. PASSPORT
 - COPY of NATURALIZATION PAPERSHospital-issued birth certificates are not verifiable, and therefore cannot be accepted.
- COPY of Official, Original College/University Transcripts**
(Must indicate attainment of Bachelor's Degree from an accredited college or university. Unofficial transcripts not accepted)
- (If applicable) COPY of DD214 Long Form**
- COPY of VALID POWER Test Card**
(cards considered valid only if issued between 3/19/2019- 3/19/2020)

Please deliver **signed release form** and **all required documents** to the address below by **Thursday, March 19, 2020 at 4:00 PM:**

IOS Recruitment
ATTN: Western Springs PD
1520 Kensington Rd, Suite 110
Oak Brook, IL 60523

Please be sure to carefully review checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be cause for disqualification. IOS Recruitment is not responsible for late, misdirected or incomplete applications. Contact IOS Recruitment before the application deadline with any questions regarding the application, required documents or testing.





IOS Recruitment and Testing Services Western Springs Police Department Entry Level Police Officer Consent and Release Agreement

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 Western Springs 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, IOS Recruitment (“IOS 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, social media and all publicly accessible content on the internet, 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 IOS 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 IOS 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 IOS 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 IOS 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.

Conduct and Communications

I acknowledge that my conduct throughout the application and testing process and my compliance with the rules of the application process constitute information that can be considered and evaluated by hiring agencies (Employers). I consent that all interactions and communications that occur between myself and IOS Recruitment or Employer pursuant to this application process may be documented and/or communicated to any and all hiring authorities to which I am seeking employment.





IOS Recruitment and Testing Services Western Springs Police Department Entry Level Police Officer Consent and Release Agreement

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 IOS 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 IOS 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: _____ Social Security Number: _____

Signature: _____ Date: _____



VILLAGE OF WESTERN SPRINGS
AN AGREEMENT IN REGARD TO
REIMBURSEMENT OF POLICE OFFICER OR FIREFIGHTER
TRAINING, CERTIFICATION AND EQUIPMENT COSTS

WHEREAS, the applicant identified below (the “Applicant”) desires to occupy the position of **police officer or firefighter (circle one)** with the **Western Springs Police Department (Department of Law Enforcement Services) or the Western Springs Fire Department (Department of Fire and Emergency Medical Services) (circle one)** (collectively referred to as the “Department”); and

WHEREAS, if hired as a police officer or firefighter, the Applicant understands that he or she will be required to undergo significant training, which may include but not be limited to successful completion of the basic training course and subsequent field training (“Training”), some of which Training is paid for by the Village of Western Springs (the “Village”). In addition, the Village pays for certain equipment, clothing and gear (e.g., firefighter turn-out gear) for use as part of being employed by the Department (“Equipment”); and

WHEREAS, the Applicant acknowledges that, if he or she is hired, the Village and the Department will incur substantial expenses in the process of Training him or her to be a police officer or firefighter and in purchasing the Equipment; and

WHEREAS, it is acknowledged by the Applicant that this Agreement is not an offer of employment or a commitment to hire, but a recognition that, if hired by the Village, these Training and Equipment expenditures are expected to be recaptured through the employment services provided by the Applicant to the Department after completion of said Training, and that the Village and the Department will suffer substantial financial detriment and loss if the undersigned should take employment elsewhere during a period of time for three (3) years following completion of all required Training and the purchase of new Equipment.

NOW, THEREFORE, in consideration of my Training and Equipment costs being paid for by the Village, in the event that I am selected to be hired by the Village, and the mutual promises and other good and valuable consideration mentioned below, the receipt and sufficiency of which are acknowledged by the parties, I agree as follows:

1. Reimbursement Obligation If Hired By the Village. In consideration of the agreement of the Village of Western Springs Police Department or Fire Department to provide me with formal police or fire training at a training academy or facility and other field training, and the purchase of

certain Equipment for me at the Department's expense after being hired by the Village, I, _____, agree that, in the event my employment with the Department ceases within thirty-six (36) months from commencement of full-time service as a certified police officer or firefighter subsequent to completion of all Training required by the Department for an entry level position, due to any cause other than my termination by the Department or discontinuance of employment due to injury or illness resulting in my inability to perform the normal duties of the position held by me at the commencement of such injury or illness, I will reimburse the Department for all expenses incurred in connection with my Training and Village-provided Equipment in accordance with the provisions of this Agreement.

2. Calculation of Reimbursement Obligation. The reimbursement obligation shall consist of the sum of all amounts expended by the Department in connection with the Training and Equipment costs paid on behalf of the Applicant.

The Applicant agrees that the actual reimbursement obligation will be determined by the Department, based upon actual expenditures and/or reasonable estimates thereof in the event actual expenditures cannot be documented through a reasonable effort. The Department agrees not to include in its calculation of the actual reimbursement obligation any sums previously received from any State or federal agency as reimbursement for Training expenses or Equipment expenses incurred on my behalf. In addition, to the extent that I pay for or contribute funds toward any shared costs of such Training and Equipment, the Village will provide the appropriate credit to account for my payment of or contribution towards such Training and Equipment costs.

3. Credit for Continuous Employment. Credit for services rendered will be given against the reimbursement obligation at the rate of one-sixth (1/6th) of the total reimbursement obligation for each twenty-six (26) weeks of continuous full-time employment subsequent to completion of the field training for an entry level position. Any absence from work due to illness, injury or other cause for a period of greater than two (2) weeks shall be excluded from the period of service for which credit will be given. However, all absences related to any injury sustained in the line of duty shall not be excluded.

4. Terms of Repayment. Complete payment of the reimbursement obligation shall be made within twenty-four (24) months of cessation of employment with the Village, in monthly installments of no less than one-twenty-fourth (1/24th) of the total reimbursement obligation, commencing on the first (1st) day of the month following the month during which the cessation of employment occurs, and payable on or before the first (1st) day of each month thereafter. The Village may apply any sums due to the Applicant as wages at the time said Applicant's

reimbursement obligation first becomes due and owing. The Applicant agrees that, in the event of his/her failure to make any payment required pursuant to this Agreement in a timely manner, the total amount of the reimbursement obligation then remaining unpaid shall immediately become due and payable. The Applicant further agrees that, in the event the Department incurs legal fees or other costs of collection in an effort to collect any delinquent sums owing pursuant to this Agreement, the Applicant will pay such expenses in addition to the portion of the reimbursement obligation then due, as well as interest on any unpaid amount at the rate of one percent (1%) per month.

5. Acknowledgment of Receipt/Waiver of Right to Independent Legal Advice. I understand that I have the right to have this document examined by an attorney of my choosing, and to discuss its terms with my attorney prior to signing it.

Sign initials on one of the lines below as acceptable:

_____ I fully understand the nature and terms of the binding reimbursement obligation created by this Agreement and have chosen to waive my right to consult an attorney.

_____ I have consulted an attorney regarding this Agreement and received his/her explanation of its terms, as evidenced by the attorney's signature below.

[If you have checked the box preceding this paragraph, have your attorney sign below.]

_____ Date

Name: _____
Attorney

Dated this ___ day of _____, 20__.

Name: _____
Applicant

ACKNOWLEDGMENT

STATE OF ILLINOIS)
)SS
COUNTY OF COOK)

On this day, _____, the Applicant, personally appeared before me, is known by me to be the individual described as the Applicant, and is the person who executed the above and foregoing instrument, and acknowledged that he/she signed the same as his/her free and voluntary act and deed for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this ____ day of _____, 20____.

Notary Public