



John J. Sliozis
Chief of Police

Deerfield Police Department

850 Waukegan Road, Deerfield Illinois 60015-3206
(847) 945 8636 - FAX - (847) 945-5080

January 21, 2020

Thank you for your interest in employment with the Deerfield Police Department. Attached you will find the following:

1. Application for Employment
2. Equal Opportunity Employer
3. Americans With Disabilities Act Information
4. Lateral Transfer Requirements
5. Position Description for Police Officer
6. General Applicant Information
7. Sample Polygraph Questions

Items 1-2 must be completed and received by the Police Department no later than **8:00am on Friday, February 21, 2020.**

Applicants who successfully meet the qualifications for lateral entry will be screened by Department personnel. A list of recommended candidates will be submitted to the Board of Police Commissioners for consideration of oral interviews. Oral interviews are expected to be scheduled within 3-4 weeks.

Applicants who successfully complete the oral interview may be subjected to a background investigation and polygraph (sample questions attached). A psychological examination and complete physical with drug test will be given to candidates receiving a conditional offer of employment.

Candidates failing to qualify during any part of the process may not reapply until the beginning of the next application cycle. The Village of Deerfield is an Equal Opportunity Employer.

Sincerely,

John J. Sliozis
Chief of Police

JJS/vm



VILLAGE OF DEERFIELD

850 Waukegan Road

Deerfield, Illinois 60015

APPLICATION FOR EMPLOYMENT

Date _____ (Please print or write clearly.)

Equal Employment Opportunity Statement

It is the express policy of the Village of Deerfield to consider all applicants for employment without regard to race, color, religion, gender, age, physical disability, political affiliation, national origin or any other legally protected status, in accord with applicable legal requirements.

Title of position for which applying: _____

Full name: _____
Last
First
Middle

Indicate any other names used: _____

Address: _____
No.
Street
City
State
Zip

Contact Information: _____
Phone Number with Area Code
Email Address

How did you learn of this opening? _____

If hired, on what date would you be available to start work? _____

Previous employment with the Village of Deerfield? No Yes If yes, list department: _____

Are you legally authorized to work full time in the United States? _____

Can you perform the essential functions of the job for which you are applying? Yes No

What languages, other than English, do you speak and/or write fluently? _____

EDUCATIONAL BACKGROUND & SKILLS

| TYPE OF SCHOOL | NAME AND LOCATION | YEARS ATTENDED | GRADUATED | COURSE OR MAJOR |
|-------------------|-------------------|----------------|--|-----------------|
| HIGH SCHOOL | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | | |
| COLLEGE | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | | |
| POST GRADUATE | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | | |
| BUSINESS OR TRADE | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | | |
| OTHER | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | | |

Do you possess a valid Driver's License? Yes No

Do you have experience operating specialized equipment? Yes No List: _____

List any other specialized certifications or licenses applicable to the position: _____

EMPLOYMENT HISTORY

List previous three (3) employers, including any military service. Begin with your current or most recent employer.

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Reason for leaving: _____

May we contact this employer? Yes No

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Reason for leaving: _____

May we contact this employer? Yes No

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Reason for leaving: _____

May we contact this employer? Yes No

REFERENCES

(Excluding relatives.)

PLEASE INCLUDE COMPLETE INFORMATION

1. _____
Name (First/Last) Phone Number Email Address

Organization Job Title Relationship Years Known

2. _____
Name (First/Last) Phone Number Email Address

Organization Job Title Relationship Years Known

3. _____
Name (First/Last) Phone Number Email Address

Organization Job Title Relationship Years Known

Have you ever been convicted of a crime, excluding minor traffic offenses? No Yes

Note: Answering "Yes" does not constitute an automatic bar to employment. Factors such as age and date of the offences, seriousness/nature of the violation will be taken into account. Do not include minor traffic citations, and arrests or convictions which have been sealed or expunged when answering.

If yes, describe in full: _____

Use this space to continue any answers from other questions, to explain any special qualifications pertinent to the position for which you are applying, or to provide any additional information necessary to describe your full qualifications.

I understand that nothing in this application creates an employment contract or relationship. I also understand that if hired by the Village of Deerfield, my employment can be terminated at any time, by myself or the Village, for any grounds not prohibited by law.

I certify that all information I have supplied on this form is correct to the best of my knowledge. I understand that omissions or deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.

I consent to have the Village of Deerfield contact the people listed on this form for references and authorize these individuals to provide truthful information regarding my qualifications for employment and previous work. I also agree to waive liability against persons named as references, provided the information they supply is honest, factual and given without malice.

Signature

Date

EQUAL OPPORTUNITY EMPLOYER - M/F

**BOARD OF POLICE COMMISSIONERS
VILLAGE OF DEERFIELD**

NAME: _____

DRIVERS LICENSE NUMBER: _____

ADDRESS: _____

TELEPHONE: _____

We must obtain racial and sex identification from all candidates who will be taking part in the process to comply with Federal, State, and Local regulations requiring that we assess the impact of these selection tests on all racial and sex sub-groups. This information is for statistical validation, and in **NO** way will it adversely affect a candidate's credentials in this evaluation process.

Please check the appropriate line to indicate your race and sex:

- | | |
|---|--------------|
| _____ WHITE (Caucasian) | SEX: |
| _____ BLACK OR AFRICAN AMERICAN | _____ MALE |
| _____ HISPANIC OR LATINO | _____ FEMALE |
| _____ ASIAN | |
| _____ AMERICAN INDIAN OR ALASKA NATIVE | |
| _____ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER | |
| _____ Other (Specify) | |

AMERICANS WITH DISABILITIES ACT REASONABLE ACCOMMODATION OF AN APPLICANT

Americans with Disability Act Reasonable Accommodation of an Applicant – Under the Americans with Disabilities Act (ADA), reasonable accommodation must be provided in the job application process to enable a qualified applicant to have an equal opportunity to be considered for a job. The Village of Deerfield is obligated to make an accommodation only to the *known* limitations of an otherwise qualified individual with a disability.

It is the responsibility of the applicant with a disability to inform the Village of Deerfield that an accommodation is needed to participate in the application process. The Village of Deerfield is not required to provide an accommodation if unaware of the need. An applicant seeking an accommodation for any phase of the initial selection process (i.e. orientation, physical ability test or written examination) shall file a written request at least five working days prior to the date the selection step is held for which an accommodation is being sought.

If any member of the Village staff is approached during any phase of the selection process by a candidate requesting an accommodation in order to participate in that process, the individual should be referred immediately to Chief John J. Sliozis. Chief Sliozis shall provide the applicant with the procedure for requesting a reasonable accommodation. Village staff shall not authorize or approve an accommodation or suggest such approval and shall not allow the applicant to continue in the process with the benefit of the accommodation without the express written authorization of the Chief of Police.

LATERAL TRANSFER Requirements

A transfer applicant must have a minimum of two years experience as a police officer, employed by a Federal, State, or local law enforcement agency and have State of Illinois certification or eligible for waiver by the Illinois Law Enforcement Training and Standards Board.

A transfer applicant must have a minimum of two years of college course work at an accredited institution with at least 60 semester hours (or equivalent) of college level course work.

An applicant must meet the age requirements of the Illinois Compiled Statutes, but must not have reached their thirty-fifth (35th) birthday before the date of the Police Commissioners examination.

The applicant must:

- A. Be a citizen of the United States with a valid Driver's License;
- B. Have vision at, or corrected to, 20/20 in each eye with no color blindness and 100% depth perception;
- C. Successfully complete such mental and physical examinations and background investigations as may be described by the Board of Police Commissioners, including polygraph and psychological examinations.

DEERFIELD POLICE DEPARTMENT

Position Description

Position: Patrol Officer

Major responsibilities require consistent attention and commitment to this agency's mission. All assigned duties and tasks are expected to be performed in an effective, efficient, and safe manner. The jobholder must accept the responsibility to support and promote this organization's mission and comply with its directives. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust of confidence in the agency or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work a majority of time without direct supervision. Successful performers are those who are capable of making and willing to make decisions that are consistently in line with the agency's mission, goals and objectives.

Major duties involve taking calls for service, patrolling to deter and detect crime, investigating complaints, citing and/or arresting law violators, following up on pending reports and cases, protecting persons and property, and securing and protecting prisoners. When not responding to calls for service, the incumbent is expected to use self-directed work time in an efficient manner by self-initiating work on those tasks identified by supervisory personnel as priorities for this job position. As necessary, the incumbent may be required temporarily to assume the duties, activities and tasks of a higher level position.

Work conditions vary by shift. A majority of tasks are performed outside while working from a squad car. Few tasks require heavy lifting, pushing, pulling or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decision concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of fitness and readiness that enables them to handle (with minimal force and often without assistance) occasional contacts and involvements with dangers and potentially dangerous people, animals and equipment.

Removal can be with or without fault of the jobholder or the agency. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, chronic illness, and a failure to perform competently on any of the critical tasks of the position or a consistent failure to perform competently on regular tasks are among the major reasons for job removal without fault. Failure to support the agency's mission, uphold the oath of office, behave in a manner that supports the Law Enforcement Officer's Code of Ethics, continually comply with preconditions for original employment, or fail to display due regard for the civil liberties of any persons will lead to removal with or without fault. In addition, accruing atypical amounts of dysfunctional work time or requiring atypical amounts of supervisory counseling or medial training will lead to removal with or without fault.

DEERFIELD POLICE DEPARTMENT

General Information

Police Officer

The Deerfield Police Department is staffed by 40 sworn Police Officers – 1 Chief, 2 Deputy Chiefs, 9 Supervisors and 28 Officers – and 15 civilians; including 2 Community Service Officers, 8 Telecommunicators, 1 Management Analyst, 2 Records Clerks, and 2 Social Services Providers.

The Department is a member of the Northern Illinois Crime Lab, the Northern Illinois Police Alarm System, the Lake County Metropolitan Enforcement Group – a drug enforcement unit composed of officers from state, county and municipal departments; the Lake County Major Crimes Task Force – an investigative task force providing experienced criminalists and evidence technicians; and the Lake County Gang Task Force – a multi-jurisdictional response team consisting of trained gang specialists.

Mission Statement

With respect and dignity, the Deerfield Police Department will provide professional and ethical services through partnership with citizens and proactively identifying risks to Deerfield's quality of life.

Training

Once hired, recruits begin a 24-month probationary period and are sent to a State Certified Training Academy to attend a Basic Training Course unless previously completed. In accordance with State law, each recruit must successfully complete the course and pass the State certified test. Once certified by the State Training Board, the recruit is assigned to a Field Training Officer.

Work Schedule

Normally, police officers work an average forty (40) hour week, which amounts to 2,088 hours annually. Officers assigned to the Patrol Division work a five on-two off, five on-three off work week schedule.

Benefits

The Village of Deerfield offers a comprehensive benefit package for the employee and their dependents including sick leave, hospitalization, Section 125 - Flexible Spending Account, life insurance and dental insurance. Generous vacation and holiday benefits are also provided.

Deferred Compensation Plan

Full-time Village employees may participate in a Deferred Compensation Plan made available through the Village by ICMA.

Police Pension

All sworn police officers are eligible to apply for participation in the Deerfield Police Pension Fund. Within three (3) months after being appointed to the sworn position, the police officer must make written application to the Pension Board if they wish to participate. The Police

Pension Board will make a decision to accept or reject the application as provided by the Police Pension Act of the Illinois Compiled Statutes.

If you are accepted into the Deerfield Police Pension Fund, you are eligible for retirement benefits as established by the Illinois Downstate Pension and Fire Pension Plan (40 ILCS 5/article 3).

Uniforms and Appearance

The Village provides an initial issue of clothing and equipment and a yearly \$900 clothing allowance. Firearms are the responsibility of the probationary officer and must meet Department standard.

The Deerfield Police Department has a policy that tattoos are permitted, but shall not be visible. All tattoos are required to be covered by the uniform. This may require wearing a long sleeve uniform all year.

Current Annual Salary as of January 1, 2020

| | |
|-------------------------|--------------|
| Academy/Training Pay | \$64,663.20 |
| Remainder of first year | \$76,074.36 |
| 1 to 2 years | \$80,237.86 |
| 2 to 3 years | \$84,401.37 |
| 3 to 4 years | \$88,564.88 |
| 4 to 5 years | \$92,728.39 |
| 5 to 6 years | \$96,891.90 |
| 6 to 7 years | \$101,055.42 |
| 7 years and over | \$105,218.93 |

Employees are paid bi-weekly on Fridays with twenty-six (26) pay periods per year.

Vacation Eligibility

1. After completing one (1) full year of continuous service, an employee is eligible for ten (10) days of vacation.
2. After completing five (5) full years of continuous service, an employee is eligible for fifteen (15) days of vacation.
3. After completing ten (10) full years of continuous service, an employee is eligible for twenty (20) days of vacation.
4. After completing twenty (20) full years of continuous service, an employee is eligible for twenty-five (25) days of vacation.

Holidays

Each full-time police officer earns 3 floating holidays and 9 regular holidays during the course of the fiscal year.

Qualification Information

The following information is supplied in an effort to inform you about the Village of Deerfield and its Police Department. The information contained herein is not intended to constitute an offer of employment nor is it a guarantee of benefits. Some items contained herein are subject to change without notice. If you have specific questions on any of these items, or about Deerfield in general, please feel free to contact the Police Department at (847) 945-8636.

All appointments to the Police Department (except the Police Chief, Deputy Chief, Commanders and civilian personnel) are made by a three-member Board of Police Commissioners who is appointed by the Mayor and Board of Trustees.

Age Applicants must achieve their 21st birthday by date of employment, but must not have reached their 35th birthday before the date of the examination.

Driver's License Applicants must have a current automobile driver's or chauffeur's license.

Physical/Health Applicants must successfully complete such mental and physical examinations, oral examination and background investigations as may be described by the Deerfield Police Commission.

Character Each candidate must be of good character; must not have been convicted of any crimes or guilty of infamous or notoriously disgraceful conduct as described in the Illinois Compiled Statutes 65ILCS5/10-2/1-6.

Education Applicants must meet the requirements of one of the following categories within six months after the date of the written examination:

- a. Bachelor's degree from an accredited college;
- b. A minimum of two years of college work at an accredited institution with at least 60 semester hours (or equivalent) of college level course work and at least two years of full time law enforcement work, including but not limited to, police officer experience and/or military police work, but excluding security agency experience.

EQUAL EMPLOYMENT OPPORTUNITY:

The Village of Deerfield is an equal employment opportunity employer. All applicants for employment with the Village of Deerfield will be given equal consideration without regard to race, creed, color, sex, national origin, physical disability or age (except where age, sex, or physical requirements constitute a bonafide occupational qualification necessary to proper and efficient functioning on the job).

SAMPLE POLYGRAPH QUESTIONS

The following criteria are used for entry level and promotional Polygraph testing of candidates for Police and Fire Departments and were applicable under the Federal Law 100-347 and in the U.S. Federal District Court Seventh Circuit in the case of Moon v. Cook County Police & Corrections Merit Board Consent Decree No. 78 C 1572 (1982):

1. In the last two years, did you steal any merchandise from places where you worked?
2. In the last two years, did you steal any money from places where you worked?
3. In the last five years, did you take part in or commit any serious crime?
4. In the last two years, did you shoplift any merchandise?
5. In the last two years, did you use excessive physical force against another person?
6. In the last two years, did you buy or sell any stolen merchandise or property?
7. In the last two years, did you pay or receive a bribe from anyone?
8. In the last two years, did you drink alcohol, use or sell marijuana, narcotics or dangerous drugs illegally during your working hours on a job?
9. In the last year, did you use marijuana?*
10. In the last year, did you use narcotics or dangerous drugs illegally?*

*The term "last year" represents the past twelve months based on the date of the subject's Polygraph Examination.