



At the Heart of Community

THE BOARD OF FIRE AND POLICE COMMISSION

200 Mohawk Trail
Lake Zurich, Illinois 60047

(847) 719-1690
LakeZurich.org

Lake Zurich Police Officer Testing

Fact Sheet

Below is an outline of some of the important points that you should know about the position of **POLICE OFFICER** with the **VILLAGE OF LAKE ZURICH**. Please take the time to read the entire document so that you will have a better understanding of what you can expect and what will be expected of you. This list is by no means all-inclusive. Additional questions may be directed to the Police Department Administration (847) 719-1690.

1. The current starting salary is \$68,536.41 with no prior police experience. Annual step increases until the top step of contractual salary schedule is reached (currently \$99,168.05).
2. Paid vacations, paid court time, health insurance, uniform allowance, pension plan, and disability plan.
3. Work schedule is established by union (FOP) contract. Current Patrol Division schedule: 8 ¼ hours per shift, 5 days on, 2 days off, 5 days on, 3 days off in lieu of holidays.
4. Police recruits attend a 14-week basic law enforcement training academy if they are not currently state certified.
5. New police officers spend at least 13 weeks in a thorough field-training program.
6. Police officers must live within 35 miles of the Lake Zurich Police station (200 Mohawk Trail, Lake Zurich, Illinois) upon completion of probationary period.
7. This position requires no use of tobacco products while on duty.

Hiring Procedure

1. You must return your completed application packet with \$25.00 payment or proof of electronic payment to the Lake Zurich Police Department – 200 Mohawk Trail, Lake Zurich, Illinois 60047 by 3:00 p.m. on Thursday, September 17, 2020.
2. Physical Ability - Valid Peace Officer Wellness Evaluation Report (POWER) issued prior to November 15, 2020. POWER test cards are considered valid if issued within twelve (12) months prior to deadline (11/15/2019 – 11/15/2020). For more information about the POWER test go to:
<https://www.ptb.illinois.gov/resources/frequently-asked-questions-faq/#P.O.W.E.R.-Test>

POWER tests may be taken at one of the following three testing agencies:

- NIPSTA - Glenview, IL - <http://www.nipsta.org/202/POWER-Test>
- Joliet Junior College - <https://www.jjc.edu/about-jjc/places-interest/power-testing>



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- Triton College – <https://www.triton.edu/about/dept/academic/school-of-business-and-technology/criminal-justice-administration/power-registration-policy/>
- 3. Candidates can order a study guide or practice written test here: <https://www.ApplyToServe.com/Study/> The guide and practice test are simply resources for candidates looking for preparation materials in advance of the test. They are not required reading in order to sit for the actual exam.
- 4. In compliance with phase IV of the Restore Illinois Plan, meetings are limited to 50 people or less with social distancing or 50% of overall facility capacity. Based on these requirements, applicants will be split into groups prior to the testing date to comply with these limitations.
- 5. The orientation sessions and written tests will take place on Saturday, September 26, 2020 at the Lake Zurich Police Department, 200 Mohawk Trail, Lake Zurich, Illinois 60047. Applicants will be contacted with their assigned time once their application has been received.

Morning Session

- Check in – 7:30 a.m. to 8:00 a.m.
- Orientation – 8:00 a.m. to 8:30 a.m.
- Written Test – 8:30 a.m. to 11:30 a.m.

Afternoon Session

- Check in – 1:00 p.m. to 1:30 p.m.
- Orientation – 1:30 p.m. to 2:00 p.m.
- Written Test – 2:00 p.m. to 5:00 p.m.

- 6. Oral examinations will be conducted by the Board of Fire and Police Commissioners in the manner specified by the Board. Oral examinations will only be administered to persons who have successfully completed all prior phases of the examination process.
- 7. After the initial eligibility list is posted, candidates who are eligible for Veteran's or Educational/Experience preference points may submit a claim for these points within ten (10) days to the Board of Fire and Police Commissioners on its standard form.
- 8. When positions become available, a thorough background investigation will be conducted. As part of the background investigation, candidates will be fingerprinted, photographed, and required to take a polygraph examination.
- 9. The final phase of the testing process shall be a psychological evaluation and a physical examination and drug screening before appointment as probationary police officer.



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The following information is required in the completed application packet you turn in by 3:00 p.m. on Thursday, September 17, 2020:

- Completed Fire and Police Commission Village of Lake Zurich application
- \$25.00 non-refundable processing fee
 - Checks can be made out to **The Village of Lake Zurich.**
 - Applicants may pay online using American Express, MasterCard, Discover Card or Visa <http://LakeZurich.org/epay>. At the site, click on the e-payment website link, from the Payment Category drop down select Village General, then select **Police Applicant** in the **Purpose for Payment** dropdown box and complete the payment page. Include a copy of your receipt with your application as proof of payment.
- copy** of valid Peace Officer Wellness Evaluation Report (POWER) card issued between November 15, 2019 and November 15, 2020. (Please note scheduled testing date if still pending when application is due.)
- copy** of birth certificate
- copy** of driver's license
- copy** of high school diploma or GED
- copy** of Certificate & Military DD214 form if applicable

Completed applications and required documentation listed above may be submitted online through an e-mailed link after electronic payment has been received. Completed applications, non-refundable application fee, and required documentation may also be mailed or dropped off at the Lake Zurich Police Department – 200 Mohawk Trail, Lake Zurich, IL 60047.

Applications for all positions are not rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process.

Education, Training, and Experience

17. Name of High School Attended	18. Location of School City and State
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From	To	19. Did you graduate from high school or obtain a GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
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20. List below all colleges and universities attended (Include junior colleges):

College	City and State
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From	To	Major and Minor	Degree
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College	City and State
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From	To	Major and Minor	Degree
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College	City and State
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From	To	Major and Minor	Degree
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21. List below other education including trade schools, special institutes and short courses:

School	City and State
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From	To	Type of Course or Program
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School	City and State
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From	To	Type of Course or Program
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22. List any professional licenses or certificates you hold or have held:

23. Were you ever expelled or suspended from any school? <input type="checkbox"/> Yes <input type="checkbox"/> No	24. If yes, explain:
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25. Have you ever had a driver's license in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate state	26. License Number
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27. Have you ever obtained a driver's license under any other name? <input type="checkbox"/> Yes <input type="checkbox"/> No	28. If yes, explain in detail:
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29. Has your driver's license ever been suspended or revoked, or have you ever been issued a judicial driving permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	30. If yes, explain in detail:
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31. Have you ever been convicted of any of the following?
 Involuntary Manslaughter/ Reckless Homicide Driving Under the Influence of Alcohol Reckless Driving
 Leaving the scene of an accident involving property damage, injury or death Aggravated fleeing or eluding a police officer Driving while driver's license is suspended or revoked

32. If you answered yes to any of the above, please provide detailed information which explains the date(s), location(s), and nature of each incident:

33. Have you ever been placed under arrest and/or convicted of a felony? Yes No

34. If you answered yes, please provide detailed information which explains the date(s), location(s), and nature of each incident:

35. Have you ever been placed on probation? Yes No

36. If yes, explain:

37. Have you ever paid a fine in excess of \$500.00? Yes No

38. If yes, explain:

39. Have you served in any military organization in the U.S? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, skip to question 56	40. Branch	41. Service Serial Number	42. Highest Rank Held
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43. Give Date of Entry to Active Duty	44. Give Location of Entry to Active Duty (City and State)
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45. List Period(s) of Active Service:

46. From (Date)	47. To (Date)	48. From (Date)	49. To (Date)
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50. What type of discharge did you receive? Explain circumstance other than Honorable:

51. Were you ever charged or convicted at a Court-Martial? Yes No

52. If you answered yes to any of the above, please provide detailed information which explains the date(s), location(s), and nature of each incident:

53. Are you now, or have you ever been, a member of any branch of the U.S. Reserve Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input type="checkbox"/> Active <input type="checkbox"/> Inactive	Branch	Unit	Rank
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54. Are you now, or have you ever been, a member of the National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, indicate the state:		Regiment	Unit
From	To	Rank		Type of Discharge	
55. List any disciplinary action taken against you in the National Guard or Reserve Unit:					
56. List your previous three (3) employers. Begin with your current or most recent employer.					
(1) Employer's Name				Type of Business	
Address	Street	City	State	Zip Code	
Name and Title of Supervisor		Phone	From (Date)	To	
Position and Duties		Salary Per Month	Reason for Leaving		
(2) Employer's Name				Type of Business	
Address	Street	City	State	Zip Code	
Name and Title of Supervisor		Phone	From (Date)	To	
Position and Duties		Salary Per Month	Reason for Leaving		
(3) Employer's Name				Type of Business	
Address	Street	City	State	Zip Code	
Name and Title of Supervisor		Phone	From (Date)	To	
Position and Duties		Salary Per Month	Reason for Leaving		
57. Indicate by number any of the above employers whom you DO NOT wish us to contact:					
58. Have you ever submitted an Application for Employment with a Police or Fire Department? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Agency	Position on List		Application date	Status	

59. Were you ever put on a Civil Service List and not hired? <input type="checkbox"/> Yes <input type="checkbox"/> No		60. If Yes, Explain		
61. Have you ever been a Law Enforcement Officer, Firefighter or Paramedic, or held a similar position? <input type="checkbox"/> Yes <input type="checkbox"/> No (circle appropriate Position)				
If Yes, Position	Agency	From	To	Reason for leaving
If Yes, Position	Agency	From	To	Reason for leaving
62. Are you a certified <input type="checkbox"/> Police Officer <input type="checkbox"/> EMT <input type="checkbox"/> Paramedic <input type="checkbox"/> Firefighter II <input type="checkbox"/> Firefighter III				
63. Have you ever received unemployment insurance or other federal, state, or local benefits or assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Dates From	To	Kind		Local Office
64. Were you ever discharged or forced to resign from any job due to misconduct or unsatisfactory service or while under investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No				
65. If yes, explain including names and address of employers:				
66. Have you ever been sued? <input type="checkbox"/> Yes <input type="checkbox"/> No		67. If yes, explain:		
68. List the names of three (3) persons, not related to you and not former employers, who have known you for some time. Local references are preferable to those from outside the state. References may be contacted by the Village at any time.				
(1) Name		Home Phone Number		Business Phone Number
Address	Street	City	State	Zip Code
				Years Known
Business Address	Street	City	State	Zip Code
				Occupation/Profession
(2) Name		Home Phone Number		Business Phone Number
Address	Street	City	State	Zip Code
				Years Known
Business Address	Street	City	State	Zip Code
				Occupation/Profession
(3) Name		Home Phone Number		Business Phone Number
Address	Street	City	State	Zip Code
				Years Known
Business Address	Street	City	State	Zip Code
				Occupation/Profession

69. List three commercial or business credit references (banks, credit cards, or firms from which you have borrowed money for any purpose).			
Name and Address of Firm		Type of Business	Account Number
70. List all outstanding debts you have at this time:			
Amount of Original Debt	Amount now owed	Owed to (company name)	Address

I hereby certify that there are no willful misrepresentations in, or falsifications of the above statements and answers to questions. I am aware that should an investigation disclose such misrepresentation or falsification my application will be rejected or that I may subsequently be removed from employment if hired, and that I will be disqualified from applying in the future for any position with the Village of Lake Zurich.

I hereby agree to abide by all Rules and Regulations of the Board of Fire and Police Commissioners of the Village of Lake Zurich, during the giving of any examination and after the examination. Also, during any promotion period, I might be appointed to; or as a regular member of the Police Department. These rules are available for me to read at the Lake Zurich Police Department.

I understand that all tests and the rules thereof become the property of the Lake Zurich Board of Fire and Police Commissioners and are not subject to review.

Signature of Applicant

Date

Application Received by	Date

