



# LAKE ZURICH POLICE DEPARTMENT LATERAL ENTRY POLICE OFFICER PACKET



The Lake Zurich Police Department, an accredited Lake County, Illinois agency, is seeking qualified, experienced police officers for immediate lateral entry. The Department offers competitive salary and benefits along with future growth and advancement opportunities.

All information contained in or connected with the application will be considered personal and confidential to the extent possible or permitted by law and used only in conjunction with possible employment by the Lake Zurich Police Department.

Please furnish complete information as outlined in the application. Read every question carefully and answer each question accurately. An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in his/her application, or examination of appointment. Any false statements on this application will be considered sufficient cause for dismissal. Any misrepresentation on this application whether actual or by omission may disqualify a candidate for consideration of employment by the Lake Zurich Police Department.

## **Minimum Requirements and Qualifications**

Applicants for lateral appointment to the position of Lake Zurich police officer must be an Illinois Certified Police Officer and meet the following minimum qualifications and requirements at the time of application to be considered for the position:

- State of Illinois certification by the Illinois Law Enforcement Training and Standards Board (*Part-time certification as a law enforcement officer does not meet this requirement.*)
- United States citizen or naturalized citizen
- Must be at least 21 years old
- Education: high school education or equivalent thereof
- Experience: At least two (2) years of experience as a full-time sworn, certified law enforcement officer with an Illinois law enforcement agency within the last two (2) years
- Valid driver's license
- Valid FOID card
- Proof of vaccination against COVID-19
- Police officers must live within 35 miles of the Lake Zurich Police station (200 Mohawk Trail, Lake Zurich, Illinois 60047) once released from probation.
- Must agree to comply with all requirements of the position and have the ability to pass all examination and training requirements and perform the essential job functions.
- Ability to furnish upon request, a copy of the following: professional licenses; training certificates; documents confirming work experience; employee evaluations; and any other employment related material as requested or required.

## **Salary and Benefits**

- Starting lateral entry salary: \$86,427.20 (FOP CBA step 3 and certified police officer stipend). Annual step increases until the top step of contractual salary schedule is reached (FOP CBA step 6 -currently \$105,022.40).
- Comprehensive benefit package including BlueCross BlueShield Illinois healthcare plans (no cost HMO available), dental, and life insurance. Flexible spending account, deferred compensation plans, and an employee assistance program are also available.
- 80 hours of vacation (3.08 hours per pay period)
- 12 sick days annually
- Four personal days annually
- All initial uniforms, equipment, and body armor provided
- \$1,000 annual clothing/equipment allowance after first year
- Police officers must provide their own 9mm handgun
- Participation in Illinois Article 3 police pension fund
- Work schedule is established by union contract. Patrol shifts are chosen annually by seniority. Schedule: 8 ¼ hours per shift, 5 days on, 2 days off, 5 days on, 3 days off in lieu of holidays.

## **Selection Process**

Each phase of the process is pass / fail.

- Pre-screening of application documents
- Interview with police department staff
- Background investigation, ride along, and polygraph examination
- When positions become available, oral examinations will be conducted by the Board of Fire and Police Commissioners.
- Post-offer examinations include but are not limited to psychological assessment, medical examination, and drug screening.

## **Notice to Applicants**

All candidates for the position of police officer must complete a polygraph examination prior to appointment. Truth detecting devices shall not be the single determinant of employment status. The polygraph examination contains questions about your background, including criminal activities such as theft and substance abuse, prior work experience, and falsification of information related to your application for employment as a Lake Zurich police officer.

Any questions concerning the employment process should be directed to Lake Zurich Police Department Management Assistant Stephanie Steiner at [stephanie.steiner@lakezurich.org](mailto:stephanie.steiner@lakezurich.org) or (847) 719-1690 x 6112.

## Lateral Entry Eligibility List

Lateral hire applicants who have met all hiring prerequisites and successfully completed the required portions of the process will be placed upon the final eligibility register for lateral entry in order of their relative excellence, based upon their scores. Additions will be made to the list as new applications are received and candidates interviewed. New eligible candidates will be placed in rank order dependent on their score. An individual who has been on the final register of eligibles for lateral entry for more than two (2) years and has not been certified for hire shall be removed from the list.

### Required Documents and Application Checklist

The following is a checklist for your use to ensure you complete the application as required. Attach all required certificates and other documentation.

Check when completed/attached:

- Application for Employment \_\_\_\_\_
- Resume \_\_\_\_\_
- Copy of birth certificate \_\_\_\_\_
- Copy of certificate attesting to the successful completion of the Minimum Standards Basic Law Enforcement Training Course as provided in the Illinois Police Training Act (50 ILCS 705/1 *et seq.*) \_\_\_\_\_
- Copy of driver's license \_\_\_\_\_
- Copy of FOID card \_\_\_\_\_
- Copy of high school diploma or GED \_\_\_\_\_
- Proof of COVID-19 vaccination \_\_\_\_\_
- Copy of DD-214, if applicable \_\_\_\_\_
- Copy of college transcript or diploma, if applicable \_\_\_\_\_

Applicants submitting incorrect or insufficient proof or incomplete applications will be automatically disqualified from employment consideration. Applications will not be rejected because of minor omissions or deficiencies that can be corrected prior to the screening or interview process.

Completed applications and required documentation listed above may be submitted online through an e-mailed link. Completed applications and required documentation may also be mailed or dropped off at the Lake Zurich Police Department – 200 Mohawk Trail, Lake Zurich, IL 60047 Attention: Stephanie Steiner.



### LAKE ZURICH IS AN EQUAL OPPORTUNITY EMPLOYER

The Lake Zurich Police Department is an Internationally Accredited Professional Law Enforcement Agency



200 Mohawk Trail, Lake Zurich, Illinois 60047  
Administration Telephone: 847.719.1690  
Village website: [www.lakezurich.org](http://www.lakezurich.org)