



# Elwood Police Department

## Patrol Officer Selection



The appointment of patrol officers will be made by the Village President and Board of Trustees on the recommendation of the Chief of Police. It is the policy of this Department to only recommend qualified candidates, adhering to the requirements found in the Illinois Compiled Statutes. It is the policy of this Department that all individuals are to be given equal opportunity for employment regardless of race, sex, religious belief, color, age, national origin, or physical impairment.

### **SELECTION PROCESS**

The selection process will consist of the following steps: application, interview, background investigation, polygraph examination, psychological examination, and medical examination. Psychological and medical examinations will not be performed until after a conditional offer of employment has been made. All steps of the selection process will be conducted in a uniform manner.

An application for employment as a patrol officer must be completed by any individual seeking employment. Applications will require information concerning education, job experience, and other pertinent information. Applications will be available at the Police Station and will be mailed upon request. Applications may be limited to individuals who are certified by the Illinois Law Enforcement Training and Standards Board.

Applicants will be required to submit copies of the following documents:

- Certified copy of birth certificate or naturalization documents
- Valid driver's license
- High school diploma or G.E.D.
- College transcripts, if applicable
- DD-214, if applicable
- Illinois Police Officer Certification (if applicable)

Applicants whose application is determined by the Chief of Police to contain omissions or deficiencies may be disqualified. The Chief of Police has the discretion of selecting any individual from the applicant pool to proceed in the application process. A background investigation will be conducted on applicants from the applicant pool. The Chief of Police may disqualify any applicant who fails to provide the information required, or any other relevant material requested.

All applicants for the position of police officer must comply with all state laws requiring certification standards and must meet the following standards of the Village of Elwood:

1. Must be at least 21 years of age;
2. Must be a high school graduate or equivalent;
3. Must provide a certified physician's statement of good health;
4. Must possess a valid Illinois driver's license and have a good driving record;
5. Must pass an oral interview with the Chief of Police or his designee;
6. Must be in good physical condition;



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7. Must be able to qualify with a firearm and pass the required firearm training course certified by the state;
8. Must be able to complete the mandatory police training required by the state and pass the final test for certification by the state or receive a waiver from the Illinois Law Enforcement Training and Standards Boards for prior training or experience;
9. Must be of good character and pass a background investigation;
10. Must not have been convicted of any felony or other crime of moral turpitude;
11. Must have fingerprints submitted to the state and FBI for purposes of checking criminal history record;
12. Must pass any physical, written, lie detector or psychological tests required by the Village.
13. Must pass state certified P.O.W.E.R. Test.

When an opening becomes available in the Police Department, either through attrition or expansion, applicants are considered from the applicant pool. The Village President and Board of Trustees reviews each recommendation provided by the Chief of Police from the selection process and makes the decision whether to hire or reject the recommended eligible candidate. The Board's approval to hire is subject to successful completion of medical and vision examinations and the state-certified power test.

Being placed in the applicant pool is not considered an offer of employment. After candidates are placed in the pool, they are scheduled for psychological, polygraph and backgrounds. When the Village President and Board of Trustees receive notification from the Chief, the Board shall determine the appointment of all sworn members based on a recommendation from the Chief of Police. If the Board votes to approve the recommendation (pending the passing of the medical, vision and state power test), that is when the Village would consider this an offer of employment.

All part-time police officers hired under the provisions of Village Ordinance must have completed the training required of part-time police officers established by the Illinois Law Enforcement Training Standards Board before being hired by the Village of Elwood.

All part-time police officers shall have the same responsibilities of full-time police officers and such specific duties as delineated in the General Orders of the Elwood Police Department, but the number of hours part-time police officers may work within a calendar year is restricted.