



Mount Prospect Police Department

112 E. Northwest Highway

Mount Prospect, IL 60056

(847) 870-5656

Website: www.joinmppd.org

JOHN KOZIOL

CHIEF OF POLICE

POLICE OFFICER APPLICANT INFORMATION

TESTING SCHEDULE

Preliminary Application Deadline

April 1, 2019 by 12:00 noon (C.D.T)

Applications will not be accepted after this time

Orientation / Written Test

April 14, 2019

Applicants must report for registration

Between 7:00 a.m. and 7:45 a.m. (C.D.T.)

Present a Valid Driver's License & Power Test Card

BASIC REQUIREMENTS - POLICE OFFICER
VILLAGE OF MOUNT PROSPECT
Equal Opportunity Employer - M/F

1. **CITIZENSHIP**

Must be a citizen of the United States at the time of filing formal application.

2. **AGE**

All applicants must have attained the age of twenty-one (21) years but not more than thirty-five (35) years old by the date of preliminary application filing.

U.S. military veterans can exceed the maximum age limitation by the number of years of active military service, but not more than ten (10) years of service.

Auxiliary police officers (65 ILCS 5/3.1-30-20) with at least 5 years of service and under the age of 40 years.

The age limitation does not apply to any applicant:

☐ Previously employed as a police officer in any municipal department, or

☐ Previously employed as a sworn officer of the **Illinois State Police**, or

Who has **served as a deputy** under Section 3-6008 of the Counties Code (attended a law enforcement academy—excludes corrections and court officers academy), and otherwise meets necessary training requirements of a police officer established by the Illinois Law Enforcement Training and Standards Board.

3. **EDUCATION**

High school diploma or GED, and

Not less than sixty (60) college semester hours or its equivalent as stated below:

- A. Thirty (30) college equivalency semester hours for each full twelve (12) months of non-disability service as a police officer with another full time, officially constituted and sanctioned police department in the United States. *(A full twenty-four (24) months of such service shall equate to sixty (60) college semester hours.)
- B. Thirty (30) college equivalency semester hours for each full twelve (12) consecutive months of active military duty for the United States. This shall not apply to persons who were not honorably discharged or who were convicted by court martial or other legal process for disobedience of orders or crimes in the military, which are the substantive equivalent of the crimes set forth under Chapter 2, Section 1(d) of these rules and regulations. *(A full 24 months of such service shall equate to sixty (60) college semester hours.)
- C. Ten (10) hours of college equivalency credits for each full twelve (12) months of employment by the Village of Mount Prospect Police Department as a community service officer up to a maximum of twenty (20) hours.
- D. Maximum Thirty (30) college equivalency semester hours for demonstrating fluency in any language prevalent in the Mount Prospect Police Service Area, other than English, as determined by the most recent U.S. Census Bureau statistics. Fluency shall mean a clearly demonstrated ability to read, speak, and understand the language. The Board shall be the sole judge of whether a language is prevalent in the Mount Prospect Service Area and whether fluency has been clearly demonstrated. The Board may retain a testing agency to advise as to specific language prevalence and for standards and evaluation of fluency.

4. **DRIVER'S LICENSE** Must possess a valid driver's license at the time of Preliminary Application. Must secure a valid Illinois driver's license within the first 6 months of employment.
5. **PHYSICAL ABILITY TEST** Must satisfy physical aptitude requirements of the Illinois Law Enforcement Training and Standards Board Peace Officer Wellness Evaluation (POWER) Test. **At the registration for the Mandatory Orientation/Written Exam, applicants MUST present a valid certificate card obtained within the past year prior to the application deadline from one of three approved testing sites. Certificate cards must be dated after April 15, 2018.**

The following vendors are approved by the Mount Prospect Board of Fire and Police Commissioners to administer and provide POWER Test certificate cards to applicants:

**NORTHEASTERN ILLINOIS PUBLIC
SAFETY TRAINING ACADEMY**
2300 PATRIOT BOULEVARD
GLENVIEW, ILLINOIS 60026
WWW.NIPSTA.ORG
(847) 998-8090

TRITON COLLEGE
2000 Fifth Avenue
River Grove, IL 60171
www.tribon.edu/power
(708) 456-0300 Ext. 3326

JOLIET JUNIOR COLLEGE
215 Houbolt Road
Joliet, IL 60431
www.jjc.edu
(815) 280-2674

6. **VISION** Corrected to 20/40 in the poorer eye and 20/25 in the better eye. Proper color, peripheral vision. Uncorrected vision worse than 20/200 requires an ophthalmologist report, prior to hire, to certify the condition of the retina, the applicant's ability to function as a police officer, and the applicant understands the potential harm from the rigors of police work.

7. **MISCELLANEOUS**

THERE IS POSITIVELY NO DEVIATION OR EXCEPTION FROM ANY REQUIREMENT.

THE PRELIMINARY APPLICATION FORM MUST BE RECEIVED NO LATER THAN APRIL 1, 2019, AT NOON – 12:00 PM (C.D.T.).

THE INFORMATION PACKET AND APPLICATIONS ARE AVAILABLE ONLINE. EMAIL THE COMPLETED APPLICATION TO:

policeofficer@mountprospect.org

INFORMATION PACKETS AND APPLICATIONS ARE ALSO AVAILABLE AT THE PUBLIC SAFETY BUILDING FRONT DESK.

***NOTE: YOU MUST INCLUDE AN EMAIL ADDRESS TO RECEIVE THE REQUIRED STUDY GUIDE.**

Mail or deliver application to: Village of Mount Prospect
Board of Fire & Police Commissioners
112 E. Northwest Highway
Mount Prospect, IL 60056

FRONT DESK IS OPEN 24 HOURS

TESTING PROCESS INFORMATION

The Board of Fire & Police Commissioners (BOFPC) will determine the number of top written scores and ties to proceed to the initial **ORAL INTERVIEW** phase. At the BOFPC's discretion, sworn police officers may be called to the first round of oral interviews provided the candidate achieves a minimum written examination score of 80 or more. All other individuals scoring 80 or greater on the written examination will remain in a pool and be called in groups based on rank order for the oral interview phase, if and when needed.

Individuals proceeding to the oral interview phase must attain an overall score of 80 or higher when both the written and oral scores are combined and averaged. Successful individuals will be placed on an eligibility list and called for additional testing as vacancies occur. The candidate pool will remain in effect for 2 years from the posting of the initial eligibility list or until exhausted, whichever comes first. The BOFPC may vote to extend the eligibility list for an additional year.

ADDITIONAL TESTING: Upon conditional offer of employment, candidates will be administered additional pass/fail tests including a polygraph exam, psychological assessment, medical exam with drug screening, physical ability test (POWER Test), and a background investigation.

BACKGROUND INVESTIGATION: All applicants will be required to sign a "Waiver and Authorization to Release Information." Background investigations consist of a complete criminal history check at the national, state, and local level; a complete traffic history at the state and local level; a review of employment history with prior and current employers; education verification; military discharge status verification (if applicable); credit history check; a personal interview with your spouse (if applicable); interviews with at least three (3) personal references; and any other persons who can speak to an applicant's character.

NOTE: Convictions for traffic or misdemeanor offenses may not result in automatic disqualification for employment as a police officer. Verified convictions for any felony and certain misdemeanor offenses shall result in disqualification.

APPLICANTS SHOULD BE AWARE THAT SENSITIVE OR CONFIDENTIAL ASPECTS OF THEIR PERSONAL LIFE MAY BE EXPLORED.

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED UPON NOTIFICATION THAT YOU ARE SCHEDULED FOR THE ORAL INTERVIEW PHASE:

- Copy of Birth Certificate (County Clerk's Office)
- Copy of High School Diploma or GED Certificate
- Original College transcripts showing a minimum of 60 semester hours.
- Copy of Social Security Card
- Copy of Driver's License
- Copy of Military Separation Papers (DD Form 214), if applicable
- Copy of all name change documents if different from Birth Certificate
- Copy of full-time Police Officer Certification, if applicable

SALARY & BENEFITS

SALARY RANGE

Effective 1/1/2019

\$64,535 to \$98,123

- **CERTIFIED POLICE OFFICER - Starting** salary may be negotiated for persons with a minimum of two years prior police experience/maximum two-year step.
- **CERTIFIED POLICE OFFICER PAY - \$2,800 ANNUALLY**
Officers must attend and satisfactorily complete any required Department training seminars in order to receive Certified Police Officer pay.
- **SPECIALITY PAY**

Investigator - \$3,000	Evidence Technician - \$850	Foreign Language Interpreter - \$550
Field Youth Officer - \$650	Breathalyzer Operator - \$650	Accident Investigator - \$650
Range Officer - \$450	Fire/Arson Investigator - \$650	Police Training Officer - \$1,000
- **LONGEVITY PAY ANNUALLY AFTER 5 YEARS OF SERVICE**
- **UNIFORM ALLOWANCE YEARLY** - Note: Upon hire, employees will receive their first two (2) years of uniform allowance. Thereafter, it is paid according to the union contract.

BENEFITS

- **INSURANCE PROGRAM**

Several excellent program options of health and insurance currently exist in the Village of Mount Prospect. A \$50,000 life insurance policy is provided with an option for the employee to purchase an additional \$50,000 at excellent rates.

- **PENSION PLAN FOR POLICE OFFICERS**

BENEFIT TIME (PAID TIME OFF)

- **VACATION PROGRAM**

Up to 6 months of service – 40 hours 6 months to 1 year – 40 hours 1 year to 5 years – 80 hours
23 days paid vacation after (20 + years)

- **PERSONAL TIME**

6 personal days off per year with pay

- **HOLIDAYS**

8 automatically paid holidays
(If worked, an additional 4 hours premium pay)

- **SICK LEAVE**

Employees earn 1 day per month and may accumulate up to 96 days.

- **BEREAVEMENT LEAVE**

3 days leave with pay are available upon the death of anyone in the immediate family.

- **RESIDENCY**

The Mount Prospect Police Department has no residency or geographical boundary requirement prior to testing. Six months following hire a non-resident of Illinois is required to relocate within the state since a valid Illinois driver's license is a requirement of the position.

TESTING SCHEDULE

April 1, 2019

Application Deadline
Due by 12 Noon (C.D.T.)

Applications will be available online at www.joinMPPD.org
Applications will also be available at the Public Safety Building Front Desk.

***NOTE: All applications must be completely filled out.
Emails are necessary to receive the required Study Guide.**

NO APPLICATION WILL BE ACCEPTED AFTER 12 NOON ON MONDAY, APRIL 1, 2019

April 14, 2019

Mandatory Orientation/ Written
Applicants must report for registration
Between 7:00 a.m. and 7:45 a.m. (C.D.T.)
Anyone arriving late will not be allowed to test.

Applicants will need to show their valid driver's license or a photo identification card, as well as their POWER TEST Card at the time of registration for the written test.

TO BE DETERMINED

Oral Interviews

The Board of Fire & Police Commissioners (BOFPC) will determine the number of top written scores and ties to proceed to the initial Oral Interview phase.

Upon completion of the Oral Interviews

Posting and mailing of the initial eligibility list to successful candidates.

As Vacancies Occur:

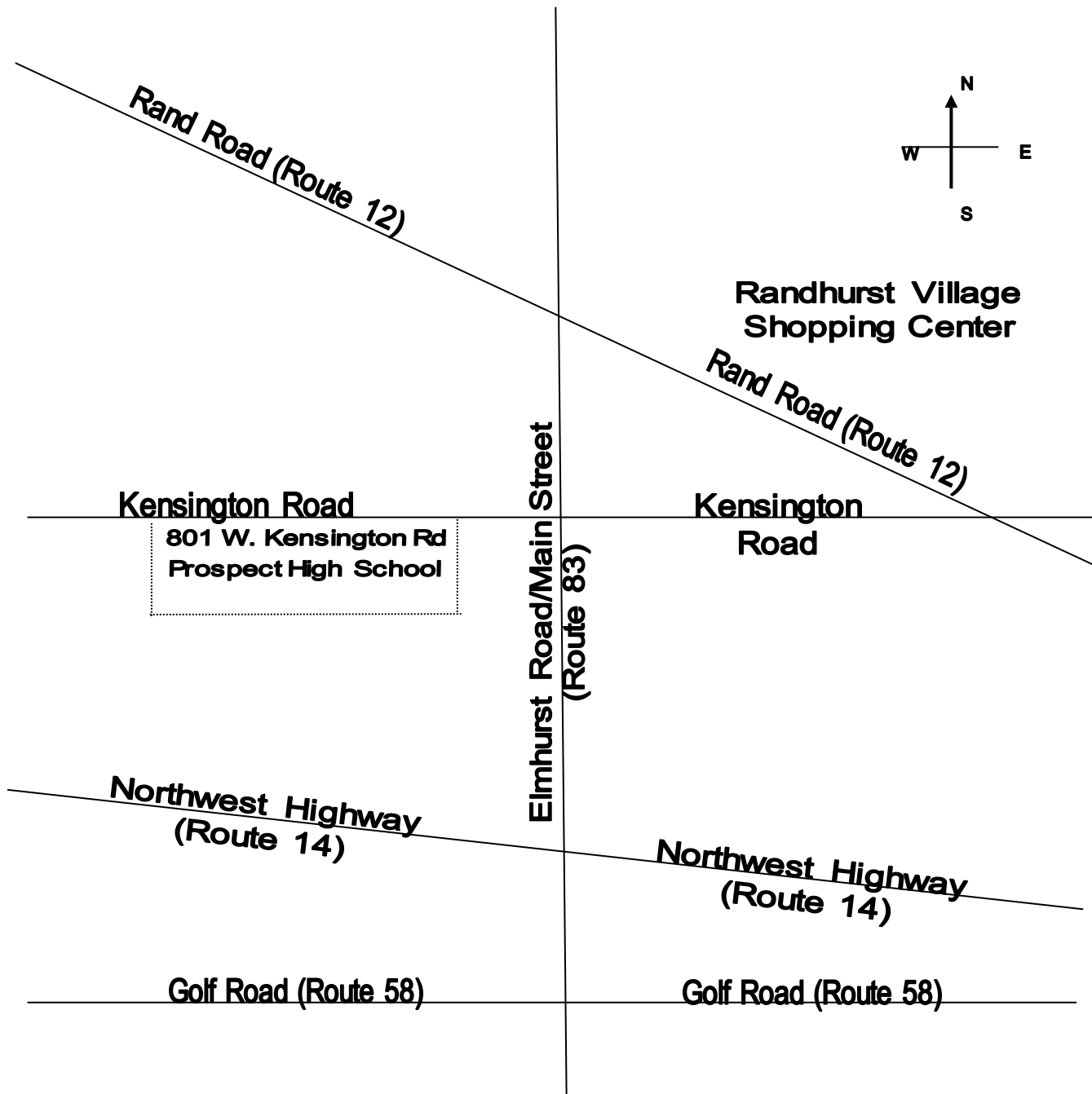
Polygraph examination, a psychological examination, a Medical examination, including drug screening, a physical ability examination, and a thorough background investigation.
Applicants must note that as vacancies occur, eligible candidates will be required to be available to undergo the above listed tests on short notice.

If you have any questions not answered or covered in this information packet, please telephone the Police Chief's Secretary, Diane Rhode, at (847) 870-5653, Monday through Friday between 9:00 a.m. – 11:00 a.m. or 1:30 p.m. – 4:00 p.m.

MOUNT PROSPECT POLICE DEPARTMENT POLICE TESTING FACILITY

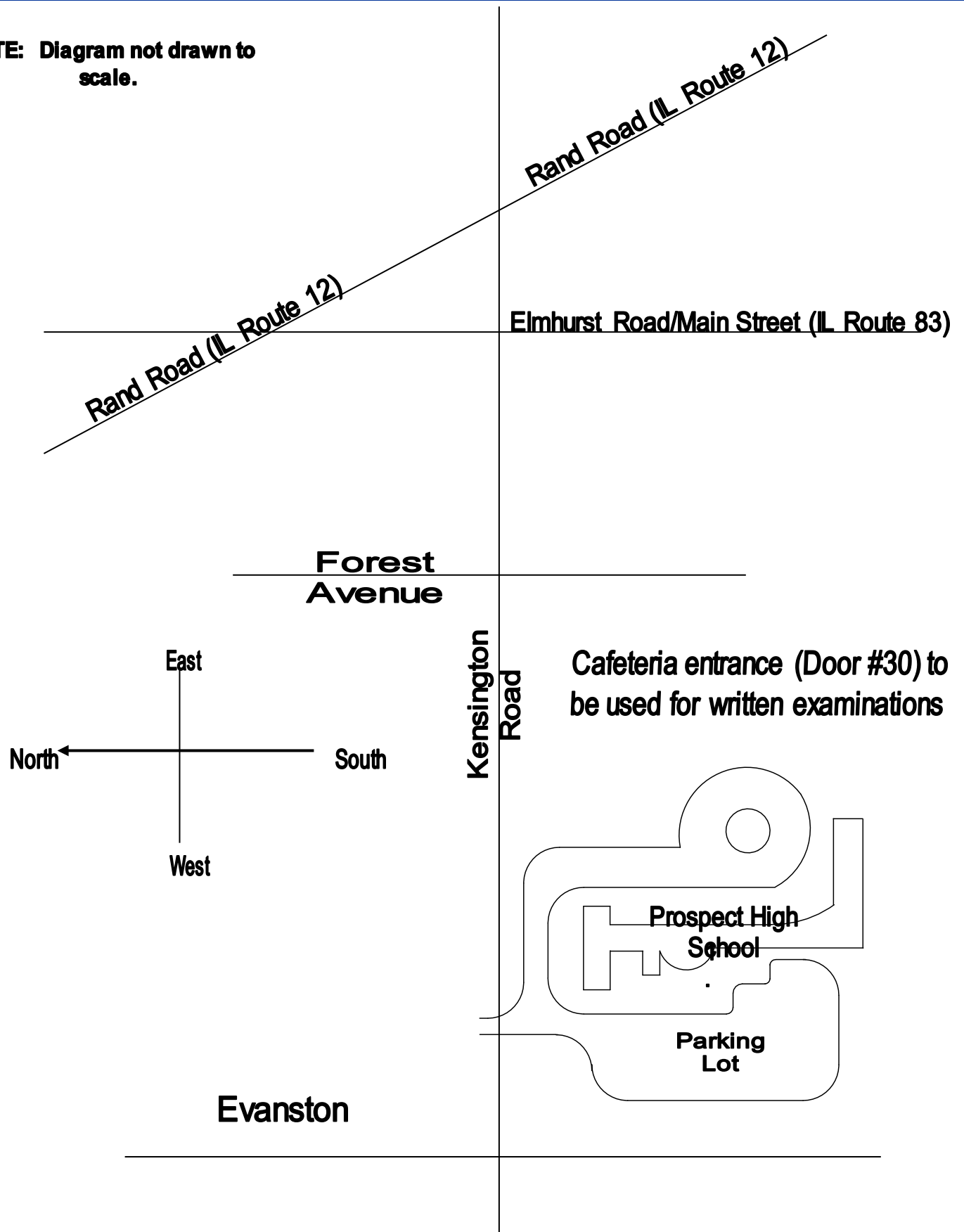
LOCATION: Prospect High School
801 W. Kensington Road
Mount Prospect, IL 60056
Enter Door #30

DIRECTIONS: Prospect High School is seven (7) blocks west of Elmhurst Road/Main Street on Kensington Road. As depicted in the map below, Elmhurst Road is intersected by Golf Road, Northwest Highway and Rand Road. The high school is located on the south side of Kensington Road.



NOTE: Diagram not drawn to scale.

NOTE: Diagram not drawn to scale.



VILLAGE OF MOUNT PROSPECT

BOARD OF FIRE AND POLICE COMMISSIONERS

STATEMENT OF POLICY

It is the express policy of the Village of Mount Prospect and the Board of Fire and Police Commissioners to recruit, select, hire, retain and promote the most qualified available persons for positions in the Mount Prospect Police Department without regard to race, color, religion, sex, age, national origin or disability (except where specific requirements constitute a bonafide occupational qualification). In keeping with this policy, the Village of Mount Prospect and the Board of Fire and Police Commissioners commit themselves to insure that all of the functions which they perform are administered in a responsible manner in conformance with the law, public policy and the policy expressed by the Equal Employment Opportunity Plan of the Mount Prospect Police Department.

**PRELIMINARY APPLICATION
POLICE OFFICER EXAMINATION PROCESS
CONDUCTED BY THE BOARD OF FIRE & POLICE COMMISSIONERS REPRESENTING THE:
MOUNT PROSPECT POLICE DEPARTMENT
112 E. NORTHWEST HIGHWAY
MOUNT PROSPECT, ILLINOIS 60056
EQUAL OPPORTUNITY - M/F**

NAME: _____
Last First Middle

HOME ADDRESS: _____
(NO P.O. BOXES)

CITY: _____ STATE: _____ ZIP: _____

BIRTH DATE: _____ / _____ / _____
MONTH DAY YEAR

HOME TELEPHONE: () WORK TELEPHONE: ()

CELL PHONE: () E-MAIL: _____

- | | | | | |
|--|-----|-------|----|-------|
| 1. Are you a United States citizen? | YES | _____ | NO | _____ |
| 2. Do you possess a high school diploma or GED equivalent? | YES | _____ | NO | _____ |
| 3. Do you possess sixty college semester hours or its equivalent as outlined in the application package? | YES | _____ | NO | _____ |
| 4. Do you presently have a valid driver's license? | YES | _____ | NO | _____ |

If Yes, Indicate: State _____ Number: _____

5. Are you a Certified Police Officer with a Municipality in any state, a member of the Illinois State Police, a deputy under 3-6008 of the Counties Code (attended a law enforcement academy – excludes corrections and court officer), or an auxiliary police officer with at least 5 years of experience?

If yes, where: _____ YES _____ NO _____

6. Are you a U.S. Military Veteran with years of active service?
If yes, how many years of active service? _____ YES _____ NO _____

7. Have you ever been convicted of any criminal offense, excluding sealed or expunged juvenile records? YES _____ NO _____

If yes, please explain: _____

Do you require an accommodation in the completing of the application or the testing process? YES _____ NO _____

If yes, please explain: _____

I hereby certify that the foregoing is true and that any false statement may be considered cause for rejection of my application or dismissal.

DATE _____ SIGNATURE _____

**APPLICATION RETURN:
DUE BY APRIL 1, 2019
12 NOON C.D.T. – NO APPLICATIONS
WILL BE ACCEPTED AFTER THIS TIME**

**VILLAGE OF MOUNT PROSPECT
BOARD OF FIRE & POLICE COMMISSIONERS
112 E. NORTHWEST HIGHWAY
MOUNT PROSPECT, IL 60056**

Completed applications can be emailed to: policeofficer@mountprospect.org