



# HAZEL CREST POLICE DEPARTMENT

December 1, 2020

Greetings!

As Chief of Police of the Village of Hazel Crest Police Department, I would like to formally announce a call for applicants for the position of police officer. This call for applicants will be for lateral hires, meaning that you must already be a FULL-TIME certified police officer. This process is authorized by Ordinance #18-2006.

The members of the Hazel Crest Police Department pride ourselves in our professionalism and service to our community, and we expect the same from any person working for the Village of Hazel Crest. With that in mind, we are seeking only the most qualified candidates in both character and professional attributes as applicants. If you feel that this describes you, I invite you to submit your packet for consideration.

You will find details on the requirements and the application process inside this packet. If you so choose to proceed through the process, I wish you the best of luck!

Sincerely,

A handwritten signature in black ink that reads "Mitchell R. Davis" with a stylized flourish at the end.

Chief of Police



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## CONTENTS

|  |   |
|--|---|
| Lateral police officer information                     | 3 |
| Requirements   | 4 |
| Mandatory documents to include with application        | 5 |
| Testing process/mandatory documents for oral interview | 5 |
| Hiring process   | 6 |
| Article XVIII (18.5) Residency                         | 7 |





# HAZEL CREST POLICE DEPARTMENT

## REQUIRMENTS

- Must be a United States Citizen
- Must be certified as a **FULL-TIME** police officer
- Must be in, or have left in, good standing with current and previous police departments
- Possess a valid driver's license
- 20/70 binocular vision correctable to 20/20 and not be color blind
- Be of high moral standards and displays personal integrity and habits based upon the Village's values and standards
- Be free of any felony convictions, or misdemeanor criminal convictions as specified in 65 ILCS 5-1-7 of the Illinois Revised Statutes
- Must speak, read and write the English language fluently
- Must be able to fully disclose all personnel matters including any agreements and any sealed files
- Must be able to comply with contractually agreed upon residency requirements
- Must be able to successfully pass the probationary period
- Must provide copies of birth certificate; high school diploma, GED, or college transcript; military service record and discharge papers; social security card; valid driver's license; background release; and resume



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## **MANDATORY DOCUMENTS TO INCLUDE WITH APPLICATION**

The application deadline is **5:00pm on January 10, 2021**. If mailing your application package, it must be postmarked by January 10, 2021. **Faxed and emailed applications will not be accepted.**

You must include the following documents with your completed and properly filled out application:

- Copy of **FULL-TIME certification** of completion from an approved police academy
- Copy of valid driver's license
- Resume (include an email address)
- Completed authorization to conduct background check

## **TESTING PROCESS/MANDATORY DOCUMENTS FOR ORAL INTERVIEW**

Applicants who meet the qualifications will be contacted to schedule an oral interview with members of the Administration and Command staff. In addition to the oral interview, applicants will be asked to take part in a brief writing component after the completion of the oral interview. Applicants will have 30 minutes to complete the writing component and this component will consist of writing a basic police report upon being presented with certain facts. The report will serve as a test and will be scored. Applicants will be rated on their experience, the oral interview, and the written component. You will be notified of the results of your interview and your placement on the list.

If offered the opportunity to participate in an oral interview, you will need to bring the following documents with you to your oral interview appointment (do not attach these to your application):

- 3 letters of recommendation (2 from previous supervisors and 1 character reference)
- Copy of related training certificates
- Military discharge papers (DD214 Armed Forces) if applicable
- Copy of birth certificate or US Passport or US Naturalization papers
- Copy of Social Security Card
- Official transcripts



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## HIRING PROCESS

When there is an opening, a candidate will be contacted and be required to take and successfully pass medical, psychological, and polygraph examinations. Once these are successfully completed, the candidate will have to pass an in-depth background investigation. If the candidate is successful in passing the background investigation, they will be given a conditional offer of employment and after accepting, will be sent for a final medical examination.

If a candidate has an approved out of state certification from a police academy, they may be required to attend, complete and pass specialized courses by the Illinois Training and Standards Board to obtain the Illinois Peace Officer Certification.

**Applicants are required to notify the Hazel Crest Police Department in writing of any changes to his or her address and/or phone number. Failure to do so may result in the department not being able to contact you to move forward in the testing and/or hiring process and will result in being removed from the eligibility list. Telephone calls of changes will not be accepted. Please make sure that your packet includes a working email address.**

Send changes in writing to: Hazel Crest Police Department  
2021 Lateral Testing  
3000 W. 170<sup>th</sup> Place  
Hazel Crest, IL 60429



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## **ARTICLE XVIII (18.5) RESIDENCY**

Within six (6) months after the completion of the probationary period, all employees must reside within the following residency zone: Roosevelt Road (to the north), Illinois/Indiana boarder (to the east), Illinois equivalent of Indiana 14 (to the south), and Illinois Route 47 (to the west).

For purposes of this residency requirement, residency means establishing a permanent address. That address must be the one at which an employee is registered to vote and receives mail. The address must be the one that appears on the employee's driver's license, car registration and tax forms. Residency requires that an employee actually live at that address, keep his or her personal belongings at that address, and generally spend considerably more of his or her non-work time at that address than at any other address.