



# VILLAGE OF HAZEL CREST POLICE DEPARTMENT



November 8, 2022

Greetings!

As Chief of Police of the Village of Hazel Crest Police Department, I would like to announce that the Hazel Crest Fire and Police Commission is making a formal call for applicants for the position of police officer. This call for applicants will include both full-time entry level and full/part-time certified lateral hires.

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 application 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 III".

Mitchell R. Davis III, M.S.C.J.  
Chief of Police



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## **POLICE OFFICER HIRING INFORMATION**

Thank you for your interest in joining the Hazel Crest Police Department. Provided in this packet are the requirements for becoming a Hazel Crest Police Officer and an outline of the process. *Please be aware that if you do not provide the required documents, you will be disqualified from the process.*

**Starting annual pay for entry level hire is \$60,576.**

All applications must be received or postmarked no later than **Monday, December 5, 2022.**

**Lateral hire applications will be processed for consideration immediately upon receipt.**

Application and Packet can be picked up at: **Hazel Crest Police Department  
3000 W. 170<sup>th</sup> Place  
Hazel Crest, IL 60429**

Applications can also be downloaded at: **[www.villageofhazelcrest.com](http://www.villageofhazelcrest.com)**

**Faxed and emailed applications will not be accepted, as all signatures must be originals.**



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## REQUIREMENTS

- Must be a United States Citizen
- Minimum 21 years of age at time of appointment
- Maximum 35 years of age (except those who qualify for one of the statutory exceptions)
- High school graduate or equivalent
- 30 credit hours from an accredited university or equivalent work experience for entry-level applicants
- Lateral applicants must have a full-time OR part-time police officer certification
- Possess a valid driver's license
- Be able to obtain an Illinois FOID Card by time of hire
- 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 or GED, college transcripts, military service record and discharge papers, social security card, valid driver's license, and background release as required during the application process



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

All applications must be received by **December 5, 2022**. **Faxed and emailed applications will not be accepted.**

You must include the following documents with your completed application:

- Copy of valid driver's license
- Completed authorization to conduct background check
- Military discharge papers (DD214 Armed Forces) (if applicable)
- Copy of birth certificate or US Passport or US Naturalization papers
- Copy of Social Security Card
- Copy of high school diploma/transcript or GED
- Official sealed college transcripts (if applicable)
- Copy of certification of completion from an approved police academy (if applicable)



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## TESTING PROCESS

Applicants who meet the minimum qualifications will be invited to attend an orientation and then a written exam on **Saturday, December 10, 2022**. Those who successfully pass the written test will be contacted to schedule their oral interview date and time. After completion of the oral interviews, calculations will be made, and a formal list will be comprised and published.

Certified police officers will not be required to complete the written test. Lateral hire applications will be processed for consideration immediately upon receipt.

## HIRING PROCESS

When there is an opening, the candidate will be given a conditional offer of employment. After accepting the conditional offer, the applicant will be required to successfully complete the P.O.W.E.R. test before being sent for psychological, polygraph, and medical examinations. Upon successful completion, the candidate would be hired and sent to the police academy, if applicable.

If a candidate has an approved out-of-state police academy certification, 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 Hazel Crest Police Department in writing of any changes to his or her address, email 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.**

Send changes in writing to: Hazel Crest Police Department  
Attention: Cherita Moore-Greer  
3000 W. 170<sup>th</sup> Place  
Hazel Crest, IL 60429  
cmoore@villageofhazelcrest.com



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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.



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## Benefits

The Hazel Crest Police Department is a full-service law enforcement agency in the south suburbs of Chicago. The Hazel Crest Police Department services a community of approximately 14,000 residents. Employment with the Hazel Crest Police Department offers the following benefits:

### **Salary:**

Starting Salary	\$60,576
Top Salary	\$92,158

### **Longevity Pay in Addition to Salary:**

After Five years of service	\$500
After Ten years of service	\$1,000
After Fifteen years of service	\$1,500
After Twenty years of service	\$2,000
After Twenty-five years of service	\$2,500
After Thirty years of service	\$3,000

### **Paid Holidays:**

10 + 1 personal

### **Paid Vacation:**

Up to Five years of service	2 weeks a year
After Five years of service	Additional day a year
After Thirty years of service	5 weeks a year

### **Paid Sick Leave:**

Accrues	One day a month/no maximum
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### **Pension Plan**

### **Life Insurance**

### **Health Insurance:**

Blue Cross Blue Shield/HMO/PPO

### **Dental and Optical Programs**

### **Deferred Compensation Program**

### **College Tuition Reimbursement**

### **Uniform Allowance:**

\$1,000 a year

### **Teamsters Local 726 Membership**

### **Hazel Crest Police Department Gym**

24-hour access