



Minimum Requirements and Qualifications

Candidates must meet the following minimum qualifications and requirements at the time of application and hire:

- State of Illinois certification by the Illinois Law Enforcement Training and Standards Board (ILETSB) with no more than forty (40) hours of training required for recertification or successful completion of an out-of-state Basic Police Officer Training program which can be transferred and accepted by the ILETSB.
 - Part-time certification as a law enforcement officer; corrections officer certification; and/or military law enforcement training DO NOT meet this requirement
- United States citizen or naturalized citizen.
- Individuals must be at least 21 years old.
- Education - High school education or GED and have completed 60 credit hours or an associate's degree from an accredited college or university.
- Experience – All candidates must have at least 2 years continuous experience as a full time sworn officer with your most recent agency. You may also have left your most recent agency in good standing within 2 years of this lateral entry application process.
- Valid Driver's License.
- Must agree to comply with all requirements of the position, including providing copies of any requested employment related materials or other documents to confirm or verify information, and have the ability to pass all examination and training requirements. The Village of Lake Bluff or its representatives reserve the right to re-verify candidate qualifications at any time during the screening and hiring process.

The Lake Bluff Police Department has specific appearance policies for its Officers and employees, including but not limited to policies related to tattoos, body art, branding, and body piercing or body alteration / mutilation. Visible tattoos, other than on the face, head, hands, and visible neck, are permitted with the authorization of the Chief of Police. Additionally, facial hair is allowed with certain limitations.

Selection Process

An offer of employment is contingent on passing all required screenings and examinations.

- There is no guarantee of an interview or further consideration for candidates submitting an application. Inclusion in any lateral entry candidate screening process shall be based upon the relative excellence of the candidates reflecting qualifications above the stated minimum qualifications and the hiring needs of the Department at the time of review.
- Selected candidates will be invited to participate in an oral interview conducted by Village of Lake Bluff Board of Fire and Police Commissioners (BOFPC). Upon recommendation by the interview committee, qualified candidates will be placed on an eligibility list that will have a two (2) year expiration date after being posted. The list may expire sooner than two (2) years if the BOFPC makes a decision to revoke the list.
- Candidates may receive a conditional offer of employment and participate in additional post-offer screenings and examinations including but not limited to: polygraph examination; psychological evaluation; character and background investigation and credit check; medical examinations and drug screening. Candidates must receive a satisfactory evaluation or recommendation on each screening or examination in order to proceed in the selection process. Failure to achieve a satisfactory evaluation on any screening or examination shall result in immediate disqualification from further consideration.
- Out-of-state Lateral Police Officers must meet all of the conditions of the waiver granted by the ILETSB within three (3) months of appointment for the employee to continue employment.
- New Lateral Police Officers are subject to an eighteen (18) month probationary period.



Benefits Summary

Disclaimer: This summary is intended to provide general information regarding compensation, benefits and other related information and is not meant to be all-inclusive. Not all compensation, benefits or information presented may apply to certain individuals, such as employees covered by a collective bargaining agreement. Each plan or program has its own eligibility requirements. This summary does not create expressed or implied compensation or benefits that a candidate for employment would be entitled to if hired. The Village of Lake Bluff reserves the right to change or end its compensation, benefit plans or programs at any time.

Bargaining Unit:

•Fraternal Order of Police (FOP): full time, sworn employees in the rank of Police Officer.

Paid Time Off:

(Based on an eight (8) hour workday)

•**Holidays/Personal Time:** Sworn Police Officers are eligible to receive 8 paid holidays and 4 paid personal days per calendar year.

•**Vacation:** Vacation is accrued based on date of hire for available use following the respective anniversary date based on the following general schedule and applicable collective bargaining agreement:

One (1) to completion of fourth year	10 days
Five (5) to completion of Ninth (9 th) year	15 days
Ten (10) years and Up	20 days

•**Sick Leave:** Sick time is earned at the rate of 3.69 hours every two weeks or pay period (96 hours annually).

Pension/Social Security/Deferred Compensation:

•Incoming sworn probationary officers shall be provided relevant information regarding the police pension system, social security, and deferred compensation options.

Tuition Assistance Program: Full-time employees are eligible to seek assistance from the Village for continuing education costs. Tuition assistance will be based on standing Department/Village/Labor agreements.

ANNUAL SALARY SCHEDULE – as of May 1, 2021; all pay rates subject to final confirmation by Village at time of hire. **Starting salary may be adjusted, at the discretion of the Village.** Note: Patrol officers are currently in negotiations with the Village for a new labor agreement.

	As of 5/1/2021
Start	\$87,869
Step 1, 1 year completed	\$92,258
Step 2, 2 years completed	\$96,645
Step 3, 3 years completed	\$101,035
Step 4, 4 years completed	\$105,422

Thank you for your interest in the Lake Bluff Police Department.



LAKE BLUFF POLICE DEPARTMENT LATERAL POLICE APPLICATION 2022

Welcome! The Lake Bluff Police Department is a small, but active municipal agency in northern Illinois. We are located on the banks of Lake Michigan north of Chicago. The Lake Bluff Police Department is internationally accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The Department provides police services to fit the demands of our community. Officers are required to conduct patrol operations, but must also be able to manage investigations and other police related functions. The Lake Bluff Police Department also cooperates with other agencies through mutual aid agreements to increase our ability to successfully complete our mission.

“The mission for every member of the Lake Bluff Police Department is to consistently seek and find ways to affirmatively promote, preserve and deliver a feeling of security, safety and quality of services to all members of our community”

The Village of Lake Bluff is an Equal Employment Opportunity Employer. All qualified applicants will receive equal consideration for employment without regard to race, religion, gender, national origin or any other non-merit factors. A competitive benefit package is included with the position.

The application, provided here, is required to complete the first step of the recruitment process. The information provided herein is intended for the purposes of recruiting and potentially hiring qualified candidates. An applicant may be disqualified for making false/incorrect statements in this document. Additional information will be requested if a candidate proceeds to a pre-offer of employment background investigation. All sworn members of the Lake Bluff Police Department must successfully complete a background investigation, polygraph examination, psychological evaluation, and medical evaluation/drug screening prior to appointment. The officer must then successfully complete a field training program and an eighteen (18) month probationary period.

Applications for lateral entry will be accepted until the end of the recruitment cycle. Any questions may be directed to Chief Matthew Smizinski at (847) 283-8678.



**Village of Lake Bluff Police Department Lateral Hire
Police Officer Application for Employment**

Date Received: _____

Initials: _____

**COMPLETE & RETURN THE FOLLOWING PAGES. ATTACH ALL REQUIRED FORMS & DOCUMENTS.
RETURN TO: LAKE BLUFF POLICE DEPARTMENT, 45 E. Center Ave., Lake Bluff, IL 60044 in person or by
mail. NO faxed or emailed applications are accepted.**

Name: _____

Address – City – State – Zip: _____

Best Phone Number to Contact You: _____

Email address (required for correspondence): _____

U.S. Citizen or Naturalized Citizen as of the date of submission of this application? YES ___ NO ___

Do you have a valid driver's license? YES ___ NO ___

Attach a photocopy of your Driver's License

Are you certified as a full time Law Enforcement Officer? YES ___ NO ___

List the state where certification was completed _____

**Attach photocopy of certificate issued by the respective state law enforcement training board
verifying completion of Law Enforcement Basic Training Course**

Attach a resume to application to supplement employment information

Do you hold a valid Firearms Owners ID [FOID] card? YES ___ NO ___

Number: _____ Expiration: _____

EDUCATION

High School Name and City & State _____

Diploma or GED Certificate? YES ___ NO ___

College / University Education:

School Name, City & State _____

Major / Curriculum _____ Credit Hours Completed or Degree Earned _____

School Name, City & State _____

Major / Curriculum _____ Credit Hours Completed or Degree Earned _____

List any training, skills, professional licenses or certificates that you have that pertain to the position for which you are applying:



**Village of Lake Bluff Police Department Lateral Hire
Police Officer Application for Employment**

Date Received: _____

Initials: _____

PERSONAL HISTORY INFORMATION

You are not required to disclose juvenile records or criminal history records that have been sealed, impounded, or expunged.

List all names or aliases you have used, or have been known by _____

Date of birth _____

Driver's license number _____ State _____ Expiration date _____

List all states where you have held a driver's license: _____

Has your license ever been suspended or revoked or have you been issued a judicial driving permit? YES _____ * NO _____

Have you ever been placed on probation? YES _____ * NO _____

Have you ever been the respondent or named in an order of protection in any state? YES _____ * NO _____

* **EXPLANATION** of "YES" responses or additional details (attach additional sheet if necessary):

Have you ever been involved in any type of domestic dispute where the police were called? YES _____ * NO _____

Have you ever engaged in physical violence against someone with whom you were in a relationship? YES _____ * NO _____

Have you engaged in any type of physical fight with another individual (outside of authorized law enforcement duties) in the last 5 years? YES _____ * NO _____

* **EXPLANATION** of any "YES" responses or additional details (attach additional sheet if necessary):

Have you ever been convicted of a misdemeanor in any jurisdiction? YES _____ * NO _____

Have you ever been convicted of a felony in any jurisdiction? YES _____ * NO _____

Have you ever been convicted of a DUI? YES _____ * NO _____

If YES*, provide the following information for all convictions:

Date of Offense	Jurisdiction	Type of Offense	Disposition of Case



**Village of Lake Bluff Police Department Lateral Hire
Police Officer Application for Employment**

Date Received: _____

Initials: _____

PERSONAL HISTORY INFORMATION, cont.

You are not required to disclose juvenile records or criminal history records that have been sealed, impounded, or expunged.

List all traffic citations received and accidents you have been involved in during the last seven (7) years:

Date of Incident	Jurisdiction	Type of Offense	Disposition of Case

List any / all contact with any police jurisdiction for any other reason(s) [do not list items already indicated in other categories above]:

Date of Contact	Jurisdiction	Reason for Contact

Have you ever engaged in any type of gambling? YES ___ * NO ___

Have you ever filed or declared bankruptcy? YES ___ * NO ___

Have you ever been referred to a collection agency? YES ___ * NO ___

Have you ever had your wages garnished, not including qualified child / medical support obligations? YES ___ * NO ___

If so, how many times? _____ Dates when wages were garnished: _____

Have you ever had your property repossessed? YES ___ * NO ___

Have you ever been or are you currently delinquent in paying any debt? YES ___ * NO ___

* **EXPLANATION** of any "YES" responses or additional details (attach additional sheet if necessary):



**Village of Lake Bluff Police Department Lateral Hire
Police Officer Application for Employment**

Date Received: _____

Initials: _____

PERSONAL HISTORY INFORMATION, cont.

You are not required to disclose juvenile records or criminal history records that have been sealed, impounded, or expunged.

How many times **per week** do you consume alcohol? _____ # times per week

How many alcoholic drinks do you consume **per week on average**? _____ # drinks per week

How many times have you been intoxicated in the **last 24 months**? _____ # times in last 24 months

When was the last time you were intoxicated? _____

How many times in your lifetime have you driven a vehicle while intoxicated beyond the legal limit? _____ # times in lifetime

When was the last time you drove a vehicle while intoxicated beyond the legal limit? _____

Have you ever consumed alcohol while working? YES ___ * NO ___

Have you ever used marijuana or any other illegal drug? [list drugs used in explanation below] YES ___ * NO ___

When was the last time you used marijuana or any other illegal drugs? _____

Have you ever been involved with the sale and/or distribution of any illegal drugs? YES ___ * NO ___

Have you ever sniffed, inhaled, or huffed any type of inhalant such as glue, computer duster, or gas for the purpose of getting an effect? YES ___ * NO ___

* **EXPLANATION** of any "YES" responses or additional details (attach additional sheet if necessary):

Have you ever used misused or abused prescription drugs? YES ___ * NO ___

Have you ever used prescription drugs not prescribed to you? [list drugs in explanation below] YES ___ * NO ___

How many times have you used prescription drugs not prescribed to you? _____ # times

When was the last time you used prescription drugs not prescribed to you? _____

Have you ever been involved with the illegal sale and/or distribution of prescription drugs? YES ___ * NO ___

* **EXPLANATION** of any "YES" responses or additional details (attach additional sheet if necessary):

Have you ever had any past or present affiliations with any gang, mafia, or organized crime group? YES ___ * NO ___

Have you ever had any past or present affiliations with any terrorist, supremacist, or other subversive organization? YES ___ * NO ___

* **EXPLANATION** of any "YES" responses or additional details (attach additional sheet if necessary):



**Village of Lake Bluff Police Department Lateral Hire
Police Officer Application for Employment**

Date Received: _____

Initials: _____

MILITARY SERVICE

Are you a current member of the U.S. military service, including reserve forces or National Guard? YES ___ NO ___

If YES, in what branch of service do you serve? _____

Are you a Veteran of the U.S. military service, including reserve forces or National Guard? YES ___ NO ___

If YES, in what branch of service did you serve? _____

Were you Honorably Discharged? YES ___ NO ___ If NO, explain in detail

Were you ever convicted at a court-martial? YES ___ NO ___ If YES, explain in detail:

EMPLOYMENT HISTORY

List all employment you have had for the last ten (10) years in chronological order. Include military service, unpaid employment (internship / training), volunteer work and periods of unemployment / layoff. Attach additional sheet if necessary. If the position included both part-time and full-time employment, please list each time frame separately.

CURRENT / MOST RECENT:

From Mo/Yr. _____ to Mo/Yr. _____ Full time ___ Part time ___

Employer / Company Name _____

Address – City – State – Zip _____

Job title / duties _____

Supervisors name / title _____ Phone # _____

Reason for leaving _____

From Mo/Yr. _____ to Mo/Yr. _____ Full time ___ Part time ___

Employer / Company Name _____

Address – City – State – Zip _____

Job title / duties _____

Supervisors name / title _____ Phone # _____

Reason for leaving _____

From Mo/Yr. _____ to Mo/Yr. _____ Full time ___ Part time ___

Employer / Company Name _____

Address – City – State – Zip _____

Job title / duties _____



**Village of Lake Bluff Police Department Lateral Hire
Police Officer Application for Employment**

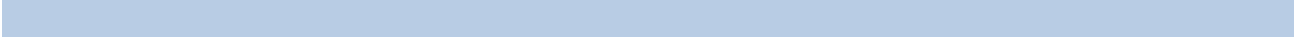
Date Received: _____

Initials: _____

Phone # _____

Supervisors name / title _____

Reason for leaving _____



From Mo/Yr. _____ to Mo/Yr. _____

Full time _____ Part time _____

Employer / Company Name _____

Address – City – State – Zip _____

Job title / duties _____

Supervisors name / title _____ Phone # _____

Reason for leaving _____



**Village of Lake Bluff Police Department Lateral Hire
Police Officer Application for Employment**

Date Received: _____
Initials: _____

EXPLAIN RESPONSES IN SPACE PROVIDED BELOW

Have you ever received discipline during any employment, job position, or volunteer / unpaid position such as oral reprimand, written reprimand, or suspension? NO ___ YES ___*

Have you been discharged or forced to resign from any employment or volunteer / unpaid position (not including layoff)? NO ___ YES ___*

Are you eligible for rehire by all your former employers (assuming there is a job available)? NO ___* YES ___

Have you ever been found, after investigation, to have used excessive force in the performance of duties as a law enforcement officer? NO ___ YES ___*

Have you ever solicited or accepted a bribe in the performance of duties as a law enforcement officer? NO ___ YES ___*

Have you ever been sued or are you currently involved in any lawsuit as a law enforcement officer or related to the performance of duties as a law enforcement officer? NO ___ YES ___*

*** EXPLANATIONS (attach additional sheet if necessary)**



AREAS of POLICE EXPERIENCE

Describe all duty and specialty assignments in your police career, such as traffic, investigations, narcotics, community relations / crime prevention, training of officers, patrol, administration, public education, or other law enforcement areas.

Describe any innovative law enforcement-related programs you implemented or recommended:

Describe any commendations and/or special achievements received:



ACKNOWLEDGMENT

Read the following carefully before signing.

Acknowledgment: I, the undersigned, certify that I have read and fully comprehend this application for employment with the Village of Lake Bluff ("Village") in its entirety. I certify that the information provided on this application for employment and other submitted application materials is true and complete. I understand and agree that any incorrect statement, falsification, misrepresentation or omission of any information in connection with this application for employment or other submitted application materials, whenever or however discovered, will be sufficient reason not to hire and may result in discharge if hired. In submitting this application, I further understand that it becomes the property of the Village and will not be returned to me.

I understand that submission of an application for employment does not obligate the Village to engage in further review of my application for employment. I understand that nothing in this document constitutes an offer of employment or employment contract and establishes no obligation on the part of the Village to employ me or for me to accept employment with the Village. I understand that any offer of employment, either verbal or written, is conditional upon the successful completion of all stages of the hiring process as outlined in the rules established in the Village of Lake Bluff Board of Fire and Police Commission.

I authorize investigation into my background, including, but not limited to, all statements contained in this application and any other document(s) submitted in connection therewith and permit the Village of Lake Bluff or its representatives (including but not limited to officials, employees, appointees, contractors, or agents) to obtain and use all information relating to my previous and current employment, education, military record, credit record, criminal conviction history, personal characteristics and all other information which may bear favorably or unfavorably upon my application for employment made to the Village. I agree to cooperate in such an investigation. I release the Village and its representatives from all liability for any damage that may result.

I authorize my current and/or previous employers, the educational institutions I attended, any other organizations and individuals to disclose information about me on the subjects covered by this application form or related documents to the Village or its representatives. Any individual, educational institution, organization or business entity is hereby released from any and all liability for any damages, which may arise as a result of providing such information. I also agree to release the Village and its representatives from any and all liability arising from the use of the information obtained through the investigation of my background and any action taken based on such information.

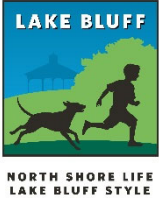
I authorize any employee or representative of the Village to search any and all databases, web-based services, etc. that the Department determines in the course of a pre-employment background investigation. I understand that any information found will not be disclosed to any other person or agency unless authorized and consistent with applicable law. I release the Village and its representatives from any liability or damage that may result from the use of information obtained.

I understand it is the policy of the Village that the results of any examination or other inquiries made as part of any testing, background and/or screening process are the property of the Village, and, as such, the Village is under no obligation to share the results of any examination or other inquiries with me, unless specifically required to do so by state or federal law. I further acknowledge that I have fully read this document and am fully aware of the consequences thereof. Being so informed, I knowingly and voluntarily execute this release. A duplicate of this form shall carry the same force as the original. This document is effective for two years from date signed.

Printed Name _____

Signature _____

Date _____



The Village of Lake Bluff Police Department collects the following information to evaluate its recruitment practices. Disclosure of information is on a voluntary basis. The information disclosed is confidential and will be maintained separately from your employment application. Submission or non-submission of this form shall not be used as a factor concerning eligibility for employment. This information is used in our recruiting efforts to continue to find ways to reach possible applicants.

Position applied for: LATERAL POLICE OFFICER

Recruitment Date: 10/10/2022-11/04/2022

Name _____

Gender: Identify as _____

Ethnicity and Race

Hispanic or Latino

Non-Hispanic or Latino:

- American Indian / Native Alaskan
- Asian
- Native Hawaiian or Pacific Islander
- Black or African American
- White
- Two or More Races (non-Hispanic or Latino)

How did you *FIRST* learn of this opportunity?

- The Blue Line website posting
- Village of Lake Bluff posting (website, Facebook)
- Informed by a current Village of Lake Bluff / Lake Bluff Police Department employee
- Informed by a co-worker in another Police Department / municipality
- Informed by a friend or a relative
- Other referral source – please indicate _____