



STREAMWOOD POLICE DEPARTMENT

Village of Streamwood

An Equal Opportunity Employer

301 E. Irving Park Rd.

Streamwood, IL 60107

Phone: 630.736.3800

www.streamwood.org

CERTIFIED ELIGIBLE POLICE OFFICER SUPPLEMENTAL APPLICATION

The Village of Streamwood accepts for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, sexual orientation, age, marital status, military status, order of protection status, physical or mental handicap unrelated to the ability to perform the essential job functions or any other status or class protected by federal, state, or local law. The Village of Streamwood bases its hiring practices and promotions on merit, experience, education, and other qualifications applied to all applicants and in accordance with the principles of equal employment opportunity and as required by any other applicable federal, state, or local law. The Village of Streamwood complies with the Americans with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the Village of Streamwood Human Resources Department in advance.

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Village of Streamwood.

See the "Required Documents and Application Checklist" on page 4 of this document for complete application instructions. Please furnish us with complete information as outlined in the online application and this supplemental application. For this document, please use a typewriter or print in black ink.

Read every question carefully and answer each question accurately. An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices, or attempts to practice any deception or fraud in his/her application, or examination for appointment. Any false statements on this application will be considered sufficient cause for dismissal. Any misrepresentation on this application whether actual or by omission may disqualify you for consideration of employment by the Village of Streamwood.

THIS FORM IS A PART OF THE EXAMINATION PROCESS AND MUST BE COMPLETED IN ITS ENTIRETY and ALL REQUIRED DOCUMENTS MUST BE ATTACHED UPON SUBMISSION.

See the [Minimum Qualifications](#).

You cannot be considered for the position unless you meet these requirements.

Any questions concerning the employment process should be directed to Human Resources, Village of Streamwood, 301 E. Irving Park Road, Streamwood, IL 60107; 630.736.3800.

Minimum Requirements and Qualifications

Applicants for certified eligible Police Officer appointments must meet the following minimum qualifications and requirements at the time of application:

- Be a current, sworn Illinois municipal police officer, Illinois state trooper, or Illinois county sheriff's deputy who possesses a full-time State of Illinois Law Enforcement Officer certification by the Illinois Law Enforcement Training and Standards Board. (Part-time certification or employment as any type of law enforcement officer other than that specified above does not meet this requirement.)
- Be a United States citizen
- If an applicant is not a United States citizen, then at the time of application, the applicant must be legally authorized to work in the United States under federal law or an individual against whom the U.S. Citizenship and Immigration Services have deferred immigration action under the federal Deferred Action for Childhood Arrivals (DACA) process and is legally authorized to work in the United States.
- If the applicant is not a United States citizen, then at the time of application, the applicant must be authorized under federal law to obtain, carry, purchase, or otherwise possess a firearm.
- Be at least 21 years old.
- Education – Possess a high school diploma or an equivalent high school education (G.E.D.).
- Experience – Current status as an Illinois Police Officer and currently in good standing in the Police Department in which the person serves or in laid-off status due to financial restraints only. Also, must possess substantially equivalent skills and abilities as a current Village of Streamwood Police Officer.
- Possess a valid Driver's License.
- Within 12 months of probationary hire, reside within the area bounded by Lake Michigan on the east, Interstate 39/51 on the west, the Wisconsin border on the north, and Interstate 80 on the south.
- Agree to comply with all requirements of the position and have the ability to pass all examination and training requirements.

Submit at the time of application: a copy of the following, to the extent applicable:

- A certified copy of a high school diploma or G.E.D. in a sealed envelope on tamper-proof paper, or an original certified transcript, in a sealed envelope on tamper-proof paper indicating successful completion of high school, or an original certified college transcript, in a sealed envelope, on tamper-proof paper indicating successful completion of a minimum of sixty (60) semester hours of college credit from an accredited degree granting college or university as listed by the Council for Higher Education Accreditation (www.chea.org) or the U.S. Department of Education (www.ed.gov).
- A copy of a certified birth certificate issued by a unit of government (usually the State or County of your birth).
- A copy of all legal name change documents, if the name is different from Birth Certificate.
- Proof of United States Citizenship (U.S. Birth Certificate, U.S. Passport, or Naturalization Papers), or proof of legal authorization to work in the United States under federal law, or proof that applicant is an individual against whom immigration action has been deferred by the U.S. Citizenship and Immigration Services under DACA and is legally authorized to work in the United States under federal law.
 - If applicant is not a citizen of the United States, then applicant shall submit proof that the applicant is authorized under federal law to obtain, carry, or purchase or otherwise possess a firearm.
- A legible copy of your driver's license (with an identifiable photograph).

- Naval or military service board and discharge papers (DD-214/Copy 4).
- Illinois Training and Standards Board certificate.

Ability to furnish upon request: other professional licenses; training certificates; documents confirming work experience; and any other employment-related material as requested or required.

Selection Process

Each phase of the process is pass/fail and required to proceed to the next.

- Review of application materials.
- Interview.
- Background investigation, may include a polygraph.
- Post-offer examinations, including but not limited to psychological assessment; medical examination; and drug screening.

Certified Eligible Police Officer Candidate Pool

A certified eligible Police Officer candidate pool will be established from qualified applicants that submit the required application materials.

Inclusion in the certified eligible candidate pool shall be based on the relative excellence of the applicants.

The list of certified eligible Police Officer candidates in the pool will be posted.

In the event that the selection process identifies applicants who have certain knowledge, skills, and abilities that make those applicants more desirable for the position sought to be filled, the Board of Fire and Police Commissioners may choose to appoint those applicants.

Applications will be valid for one year from the date of acceptance by the Village of Streamwood. Such applications for certified entry will be accepted as needed and determined by the Village.

REQUIRED DOCUMENTS & APPLICATION CHECKLIST

The following is a checklist to ensure you complete the Application Packet as required and attach and return copies of all required certificates and other documentation. This form should be submitted with the following Application and required documentation.

- Photocopy of Law Enforcement Officer certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course
- A certified copy of a high school diploma or G.E.D. in a sealed envelope on tamper-proof paper, or an original certified transcript, in a sealed envelope, on tamper-proof paper indicating successful completion of high school, or an original certified college transcript, in a sealed envelope, on tamper-proof paper indicating successful completion of a minimum of sixty (60) semester hours of college credit from an accredited degree granting college or university as listed by the Council for Higher Education Accreditation (www.chea.org) or the U.S. Department of Education (www.ed.gov).
- A copy of a certified birth certificate issued by a unit of government (usually the State or County of your birth).
- A copy of all legal name change documents, if the name is different from the Birth Certificate.
- Proof of United States Citizenship (U.S. Birth Certificate, U.S. Passport, or Naturalization Papers), or proof of legal authorization to work in the United States under federal law, or proof that the applicant is an individual against whom the U.S. Citizenship and Immigration Services have deferred immigration action under DACA and is legally authorized to work in the United States under federal law.
- If the applicant is not a citizen of the United States, then the applicant shall submit proof that the applicant is authorized under federal law to obtain, carry, purchase, or otherwise possess a firearm.
- A legible copy of your driver's license (with an identifiable photograph).
- Disqualification Statement
- Acknowledgment for Release of Personal Information for use by Authorized Personnel of the Streamwood Police Department
- Acknowledgment/Consent Background and Public Records Check
- Authorization for Release of Information
- Naval or military service board and discharge papers (DD-214/Copy 4) if applicable.

Applicants submitting incorrect or insufficient proof or incomplete applications will be automatically disqualified from employment consideration.

Applications will always be accepted.

Applications are considered complete when the application has been completed AND the required documents and forms have been submitted. The application and required documents may be:

- Mailed to Human Resources, 301 East Irving Park Road, Streamwood, Illinois 60107; or
- Returned in person, on business days between 8:00 a.m. and 4:30 p.m., to Human Resources, 301 East Irving Park Road, Streamwood, Illinois, or
- Returned in person, on weekends and evenings, to the Police Station, 401 East Irving Park Road, Streamwood, Illinois.

Internal Use Only

Date and Time Received: _____

SPD Staff Initials: _____

APPLICATION - COMPLETE & RETURN THE FOLLOWING PAGES:
ATTACH ALL REQUIRED FORMS & DOCUMENTS

Name _____
Last First Middle

Address _____
Number & Street City State Zip

Home Phone Number (_____) Cell Phone Number (_____)

Email address: _____

Social security number: _____

Are you a U.S. Citizen? YES NO

If you are not a U.S. Citizen, are you legally authorized to work in the United States under federal law, or are you an individual against whom immigration action has been deferred by the U.S. Citizenship and Immigration Services under the federal Deferred Action for Childhood Arrivals (DACA) process legally and are authorized to work in the United States under federal law? YES NO NA

If you are not a U.S. Citizen, are you authorized under federal law to obtain, carry, or purchase or otherwise possess a firearm? YES NO NA

Are you eligible to participate in the Police Pension Fund – Municipalities 500,000 and under? YES NO

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

Do you meet the minimum requirements for this position? YES NO

Are you certified as a Law Enforcement Officer by the Illinois Law Enforcement Training & Standards Board? If YES, provide the date of certification: _____ YES NO

Do you meet the education requirements of this position? YES NO

Do you meet the work experience requirements of this position? YES NO

LIST ALL ADDRESSES FOR THE PAST TEN (10) YEARS IN CHRONOLOGICAL ORDER OR BACK TO 18TH BIRTHDAY

Address _____
Number & Street City State Zip Date range

Address _____
Number & Street City State Zip Date range

Address _____
Number & Street City State Zip Date range

Address _____
Number & Street City State Zip Date range

Address _____
Number & Street City State Zip Date Range

EDUCATION

Name, Address, Dates of Attendance & Date of Graduation from High School, Vocational, Correspondence (GED) or Military School you have attended:

Name: _____

Street Address: _____

City, State, Zip Code: _____

Dates of Attendance: _____

Date of Graduation: _____

Name: _____

Street Address: _____

City, State, Zip Code: _____

Dates of Attendance: _____

Date of Graduation: _____

Name: _____

Street Address: _____

City, State, Zip Code: _____

Dates of Attendance: _____

Date of Graduation: _____

Name: _____

Street Address: _____

City, State, Zip Code: _____

Dates of Attendance: _____

Date of Graduation: _____

Information below regarding any post-High School education you have had:

Name of School: _____

Street Address: _____

City, State, Zip Code: _____

Dates of Attendance: _____

Subjects studied or majored in: _____

Date of Graduation: _____

Degree or Titled Obtained: _____

Name of School: _____

Street Address: _____

City, State, Zip Code: _____

Dates of Attendance: _____

Subjects studied or majored in: _____

Date of Graduation: _____

Degree or Titled Obtained: _____

Name of School: _____

Street Address: _____

City, State, Zip Code: _____

Dates of Attendance: _____

Subjects studied or majored in: _____

Date of Graduation: _____

Degree or Titled Obtained: _____

PERSONAL AND CRIMINAL HISTORY INFORMATION
(For background investigation purposes)

Candidates are advised that they are not obligated to disclose expunged juvenile records of adjudication or arrest.

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

Date of birth _____

Driver's license number _____ State _____ Expiration date _____

Have you ever had a driver's license in any other state? YES ___ NO ___ If YES, where? _____

Has your license ever been suspended or revoked, or have you ever been issued a judicial driving permit?
YES ___ NO ___ If YES, please explain _____

Have you ever been employed by the Village of Streamwood? YES ___ NO ___ If yes, please provide the following information:

Department Employed By _____ Position Held _____

Date Hired _____ Date Terminated _____

Reason for Leaving _____

Have you ever been arrested for, charged with, or convicted of domestic violence or other criminal offense, not including traffic violations? You must include all supervisions and expunged adult records; however, you are not obligated to disclose expunged juvenile information.

Yes ___ No ___ If yes, provide the following information:

Date: _____

County and State: _____

Police Agency Involved: _____

Crime Charged: _____

Disposition of Case, Including Sentence: _____

Have you ever been placed on probation? YES ___ NO ___

If YES, explain: _____

Have you ever been the respondent or named in an order of protection in any state?

YES ___ NO ___

If YES, explain: _____

Have you ever used marijuana or any other illegal drug? YES ___ NO ___

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

If the answer to either of these questions is YES, explain: _____

Have you ever been a party in any court action, either criminal or civil, that was not previously listed?

YES ___ NO ___

If YES, explain: _____

List all traffic arrests, convictions, and accidents you have been involved in during the last seven (7) years:

Date of Incident	Jurisdiction	Type of Offense	Disposition of Case

FINANCIAL INFORMATION SECTION

Have you ever had any of your property, including automobiles, repossessed? Yes ___ No ___ If yes, explain in detail below:

Do you have any legal action pending against you regarding any financial matter? Yes ___ No ___ If yes, explain in detail below:

Have you ever been refused a bond? Yes ___ No ___ If yes, explain in detail below:

Are there any unpaid judgments against you? Yes ___ No ___ If yes, explain in detail below:

Have you ever filed for bankruptcy? Yes ___ No ___ If yes, provide the following information:

Date filed: _____

Court Number: _____

Explain reason in detail: _____

Have you ever had your wages attached or garnished? Yes ___ No ___

If yes, provide the following information:

Date filed: _____

Court Number: _____

Explain the reason in detail: _____

Have you ever been a party to any civil court action regarding creditors, debtors, or other financially related matters? Yes ___ No ___ If yes, provide the following information:

Date filed: _____

Court Number: _____

Explain the reason in detail: _____

Disposition: _____

Have you ever been denied any kind of insurance? Yes ___ No ___ If yes, explain in detail below:

Have you ever had any kind of insurance policy involuntarily canceled? Yes ___ No ___

If yes, explain in detail below:

If you should be employed by the Village of Streamwood for the position applied for, do you anticipate receiving income from any other source? Yes ___ No ___

If yes, provide the identity or name of the source:

POLICE WORK HISTORY

Are you currently employed as a full-time police officer in a city, county, or state agency and have you completed one year of service in addition to the probationary period? YES ___ NO ___

If yes, please indicate where and dates of service: _____

OTHER POLICE WORK EXPERIENCE

Name of Employer: _____

Address and Telephone Number of Employer: _____

Total Time Employed: Years: _____ Months: _____

From: _____ to _____

Name of Employer: _____

Address and Telephone Number of Employer: _____

Total Time Employed: Years: _____ Months: _____

From: _____ to _____

Name of Employer: _____

Address and Telephone Number of Employer: _____

Total Time Employed: Years: _____ Months: _____

From: _____ to _____

Have you had a break of service in your law enforcement career? YES ___ NO ___

If yes, list dates not in active service, duration of the break, and reason for the break in service:

Have you ever been certified as a police officer in any other state? YES ___ NO ___

If yes, where and dates of employment: _____

Have you ever held part-time Police Officer employment? YES ___ NO ___

If yes, where and dates of employment: _____

Have you ever held any other professional licenses or certifications? YES ___ NO ___

If yes, please list: _____

Describe any information regarding the following areas:

Innovative programs you implemented or recommended:

Commendations and/or special achievements:

Experience using computer software:

Please review the job description. Are you able to perform the essential job functions listed therein with or without reasonable accommodation? YES ___ NO ___

If accommodation is needed, please explain: _____

NON-LAW ENFORCEMENT EMPLOYMENT HISTORY

List below all non-law enforcement employers you have worked for on a full-time, part-time, or seasonal basis for the last ten (10) years or since your 18th birthday working backward until you finish with your employer of ten (10) years ago or your 18th birthday. Also fill in periods of unemployment showing dates, reasons for unemployment, and the means used to financially support yourself. Enter this data under "(I) - Additional Comments". Military service and periods of schooling must be included.

Name of Employer: _____

Address and Telephone Number of Employer: _____

Total Time Employed: Years _____ Months _____ From: _____ to _____

Type of Business: _____

Job Title: _____

Description of Duties _____

Full Name and Title of Immediate Supervisor: _____

Specific Reason for Leaving: _____

Additional Comments: _____

Name of Employer: _____

Address and Telephone Number of Employer: _____

Total Time Employed: Years _____ Months _____ From: _____ to _____

Type of Business: _____

Job Title: _____

Description of Duties _____

Full Name and Title of Immediate Supervisor: _____

Specific Reason for Leaving: _____

Additional Comments: _____

Name of Employer: _____

Address and Telephone Number of Employer: _____

Total Time Employed: Years _____ Months _____ From: _____ to _____

Type of Business: _____

Job Title: _____

Description of Duties _____

Full Name and Title of Immediate Supervisor: _____

Specific Reason for Leaving: _____

Additional Comments: _____

Name of Employer: _____

Address and Telephone Number of Employer: _____

Total Time Employed: Years _____ Months _____ From: _____ to _____

Type of Business: _____

Job Title: _____

Description of Duties _____

Full Name and Title of Immediate Supervisor: _____

Specific Reason for Leaving: _____

Additional Comments: _____

Name of Employer: _____

Address and Telephone Number of Employer: _____

Total Time Employed: Years _____ Months _____ From: _____ to _____

Type of Business: _____

Job Title: _____

Description of Duties _____

Full Name and Title of Immediate Supervisor: _____

Specific Reason for Leaving: _____

Additional Comments: _____

MILITARY SERVICE

Branch: _____

Date of Entry: _____

Date of Separation: _____

Rank at Discharge: _____

Serial Number: _____

Total Length of Active Service: Years: _____ Months: _____

Did you receive an honorable discharge? Yes ___ No ___

If no, explain in detail below:

List any awards or medals you received while serving in the Armed Forces:

List your status regarding military reserves (not National Guard).

Branch: _____

Date of Entry: _____

Date of Separation: _____

Are you now, or have you ever been a member of the National Guard? Yes ___ No ___

If yes, answer the following:

State: _____

Regiment: _____

Unit: _____

Rank: _____

Date of Entry: _____

Date of Discharge: _____

Length of Service: Years: _____ Months: _____

Have you ever volunteered or been employed by any foreign government or private business working for or within a foreign country in any capacity? Yes ___ No ___

If yes, explain in detail below:

Have you ever asked for or received a deferment from military service? Yes ___ No ___

If yes, provide the following information:

Give date of request: _____

Selective Service Board Number and Address: _____

Result of request and any details: _____

Have you ever received any disciplinary action while in the military service, either active or reserve?

Yes ___ No ___

If yes, explain in detail below:

What is your present Selective Service Classification or rating, if applicable?

REFERENCES

Please list five (5) adults not related to you and not former employers, whom you have known for at least three (3) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities. The Streamwood Police Department or its designee reserves the right to contact the references at any time.

Name _____ Relationship _____
Occupation _____ Number of years acquainted ____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Email address _____

Name _____ Relationship _____
Occupation _____ Number of years acquainted ____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Email address _____

Name _____ Relationship _____
Occupation _____ Number of years acquainted ____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Email address _____

Name _____ Relationship _____
Occupation _____ Number of years acquainted ____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Email address _____

Name _____ Relationship _____
Occupation _____ Number of years acquainted ____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Email address _____

POLICE LISTS/TESTS

Please list **any and all** other police applications you have completed, the dates you tested, the outcome of the testing. If you passed, what is your current ranking on each of the lists? If you did not pass, which phase disqualified you?

Department	Date	Police/Fire	Disqualified Phase	Rank

DISQUALIFICATION NOTICE

The Rules and Regulations of the Streamwood Board of Fire and Police Commissioners (BOFPC) govern the testing and hiring processes. According to the Rules, the BOFPC may refuse to examine or, after examination, refuse to certify as eligible, or refuse to hire, a candidate who:

- is found lacking in any of the established preliminary requirements for the service for which he or she applies;
- is physically unable to perform the essential duties of the position to which he or she seeks appointment with or without a reasonable accommodation;
- abuses alcohol, drugs, or illegal narcotics (including but not limited to any marijuana use within the last 3 years and/or narcotics use within the last 5 years);
- has been convicted of a felony or any crime involving moral turpitude; no firefighter or police officer candidate shall be disqualified for any misdemeanor convictions except those listed in 65 ILCS 5/10-2.1-6 of the BOFPC Act;
- has been dismissed for disciplinary reasons from any public service for good cause;
- has been or attempted to be deceptive or fraudulent in his or her application;
- is lacking in personal qualifications, educational requirements, or health qualifications;
- has character and/or employment references that are unsatisfactory;
- has applied for a position of a police officer and is or has been classified by his or her Local Selective Service Draft Board as a conscientious objector;
- has been previously disqualified as an eligible candidate by the BOFPC from an existing Village of Streamwood eligibility list; and/or
- has been previously disqualified for employment with the Village of Streamwood due to the failure of a polygraph exam, or police background investigation.

I, as a prospective candidate for a position with the Village of Streamwood, have read and understood these standards for disqualification.

Print Name: _____

Applicant Signature: _____

Date: _____

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION
FOR USE BY AUTHORIZED PERSONNEL OF THE
STREAMWOOD POLICE DEPARTMENT

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized personnel of the Village of Streamwood, Illinois, Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed; efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment with the Village of Streamwood. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Village of Streamwood and Streamwood Board of Police and Fire Commissioners from any and all liability which may be incurred as a result of collecting such information.

I also understand this authorization to furnish information is executed in consideration of the Village of Streamwood and/or Streamwood Board of Police and Fire Commissioners.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization for Release of Personal Information".

Witness Signature

Signature (include maiden name)

Date

Date

Witness Name (Please print)

SSN #: _____

Address: _____

Phone: _____

Date of Birth: _____

ACKNOWLEDGEMENT/CONSENT
BACKGROUND AND PUBLIC RECORDS CHECK

As part of the application process for employment with the Village of Streamwood, Illinois, the undersigned applicant has been informed and understands that an investigation may be made whereby information is obtained through personal interviews with the applicant's neighbors, friends, or others with whom the applicant is associated or acquainted. This inquiry includes, as appropriate, information as to the applicant's character, general reputation, personal characteristics, and mode of living. The applicant has the right, within a reasonable period of time, to make a request in writing to receive additional, detailed information about the nature and scope of his/her investigation.

In addition, the undersigned has been informed that part of the background investigation contemplated hereunder may include the employment of a public records database to obtain information not readily available in a local database search. The name of the public records database used as part of this background investigation is Lexis Nexis Accurant. Furthermore, the applicant acknowledges that he/she consents and authorizes the Village of Streamwood, its agents and/or assigns, to conduct a background investigation and to request a comprehensive report from Lexis Nexis Accurant. The comprehensive report may include, but is not limited to, information related to the following indicators:

- Bankruptcy
- Property
- Corporate Affiliations
- Utilities
- Liens and Judgments
- UCC Filings
- Motor Vehicle Registration
- Family Members and Associates

The undersigned agrees and consents to the release of such information to the Board of Fire and Police Commissioners (Civil Service Commission or Fire Commissioners) of the Village (or Fire Protection District) of Streamwood, as the applicant's prospective employer.

Print Name: _____

Applicant Signature: _____

Date: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby, authorize any Municipal, County, State, or Federal Criminal Justice agency to release information concerning the existence or non-existence of any criminal record information. I agree to hold harmless the Village, its employees, and those Criminal Justice Agencies and their employees from any action or claim arising out of release of such information and waive all rights to damages of any form I may suffer from the release of such information.

Print Name: _____

Applicant Signature: _____

Date: _____

OUR VISION, MISSION & VALUES

Vision statement

Through the endless pursuit of excellence, the Streamwood police department shall become one of the preeminent law enforcement agencies in the Chicago metropolitan area.

Mission statement

The Streamwood police department will serve members of our community with integrity, respect, and unity, always striving for excellence; improving the quality of life for our residents and business owners through community-oriented public service.

Value statement

The Streamwood Police Department and its employees value Service, Professionalism, and Dedication in serving our community. Each department member shall serve the citizens of Streamwood using the tenets of "SPD" as our guiding principles, allowing all of us to make a difference each and every day we serve.

The Streamwood Police Department is a member of the Illinois Association of Chiefs of Police (IACP) and has embraced its Ten Shared Principles to improve communication and understanding between the police and the citizens we serve. Our Department has always embraced these principles, including:

1. Placing the highest value on the life of every person.
2. Treating everyone with dignity and respect is our foundational value.
3. Rejecting discrimination toward any person that is based on race, ethnicity, religion, color, nationality, immigrant status, sexual orientation, gender, disability, or familial status.
4. Building and rebuilding trust through procedural justice, accountability, and honest recognition of obstacles.
5. Endorsing the framework of procedural justice, which includes fairness, voice (i.e., an opportunity for citizens and police to believe they are heard), transparency, and impartiality.
6. Endorsing the values inherent in community policing, which includes community partnerships involving law enforcement, engagement of police officers with residents outside of interaction specific to enforcement of laws, and problem-solving that is collaborative, not one-sided.
7. Developing strong ongoing relationships between law enforcement and our community to diminish and eliminate racial tension.
8. Encouraging all citizens to gain a better understanding and knowledge of the law to assist them in their interactions with law enforcement officers.
9. Supporting diversity in our police department.
10. Employing de-escalation training and tactics to ensure the safety of community members and officers, and embracing the ideal that human life should be taken only as a last resort.

We implemented these principles through our general orders. We follow common-sense limits on the use of force.

We understand the awesome responsibility we have. We honor the trust our community has placed in us to keep them safe. We strive every day to live up to that responsibility with Service, Professionalism, and Dedication.

POLICE OFFICER JOB DESCRIPTION

Job Title: Police Officer
Department: Police Department
Reporting Structure: Reports to a Police Sergeant
FLSA Status: Non-Exempt
Approved Date: June 10, 1999
Revised Date: December 2019

JOB PURPOSE STATEMENT

This is responsible law enforcement work in the protection of life and property through the enforcement of laws and ordinances.

Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances. An employee of this class may be assigned to uniformed patrol, traffic control, crime prevention, investigative work, juvenile work, or other specialized departmental activity. Work involves an element of personal danger in the pursuit of duties. Officers must exercise independent judgment in meeting both routine and complex emergency situations and act without direct supervision. A significant portion of time involves public contact where discretion and tact is to be conscientiously exercised. Assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations, and discussions.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. This description should not be construed to contain every function / responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related essential and additional functions as assigned. Job functions are not necessarily listed in priority order.

Performs vehicular patrol of the community. Patrols residential and commercial Village property, both drive by and physical check, to observe, prevent, or terminate unlawful acts; maintains radio contact with dispatch; reports crimes or unusual situations; responds to calls or initiates actions; backs up other units as required.

Responds to calls involving traffic accidents and other serious accidents; secures scene to protect victims and property; gives first aid and calls for medical assistance; interviews participants and witnesses, collects other related information and completes reports.

Facilitates the movement of people and vehicles, including enforcement of all traffic regulations; controls and redirects traffic in congested areas and scenes of emergency or danger; promotes traffic safety; assists stranded motorists; enforces parking restrictions; controls crowds; and prevents the blockage of sidewalks, streets, and other public accesses.

Operates a radar unit in monitoring speed of traffic; stops violators and issues warnings or citations; may conduct appropriate tests for determination of intoxication

Responds to a wide range of citizen needs and requests, at times under emergency conditions, e.g., accidents, rescue efforts, search for missing persons, alarms, physical confrontations, and in-progress felonies.

Responds to reports of criminal activity; searches buildings, residences, and surrounding areas for criminal subjects; secures scene to restore peace and protect evidence; calls for assistance as needed; provides backup to other officers engaged in physical confrontation or arrest activities.

Interviews complainants and witnesses; analyzes probable sequence of events; seeks additional data through research, telephone calls, interviews, and other methods; identifies, arrests, fingerprints, and takes into custody offender(s) for probable cause; advises such persons of their constitutional rights, searches for weapons or contraband, interrogates regarding act(s) committed; transports for incarceration; and testifies in court proceedings to provide known facts and evidence.

On an assigned basis, serves as an adult or youth investigator; conducts follow-up investigations; interviews witnesses, victims, and others and takes statements; interrogates suspects; examines records and collects evidence to be used for criminal prosecutions; prepares detailed investigative reports; testifies in court; conducts surveillance; contacts parents and other agencies for the purpose of juvenile counseling and referrals

On an assigned basis, serves as a crime prevention officer; performs security surveys and identifies measures to reduce or eliminate criminal opportunities; conducts training seminars for business in the areas of theft, shoplifting, and other criminal acts; initiates public participation in crime prevention through neighborhood meetings and other means; implements juvenile safeguard programs. Makes classroom presentations on matters pertaining to drug and alcohol awareness.

On an assigned basis, serves as canine officer; patrols the Village responding to calls for service as needed. Supports patrol and tactical officers with the utilization of the canine in the areas including but not limited to: tracking; searching open areas; searching enclosed structures; capturing of persons; protecting on command; and detection of drugs.

On an assigned basis, serves as a tactical officer; patrols the Village and responds to calls for service as needed. Initiates and conducts narcotics and weapons investigations at the direction of the tactical supervisor. Concentrates enforcement efforts in high crime areas and is responsible for aggressive patrol in areas with known street gang presence.

On an assigned basis, serves as a traffic officer; patrols the Village and selected locations to enforce traffic laws and reduce accidents; investigative accidents involving fatalities and other serious accidents.

On an assigned basis, serves as a school liaison officer; makes classroom presentations on matters pertaining to criminal and anti-social behavior; counsels students and responds to their inquiries; takes reports regarding thefts, accidents, damage to property, and other incidents on school property.

Periodically practices the use of a variety of firearms and attends continuing education seminars and lectures on various law enforcement practices and techniques.

May have to work in inclement weather; may be subject to personal hostility; and the potential exists for sustaining serious bodily harm or possibly death in the performance of duties.

Promotes and maintains responsive community relations.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

On an assigned basis, serves as a training officer; patrols with recruits and instructs officers on police procedures; evaluates officers during probationary period.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to operate a computer and other office machines, tools, equipment, software as identified below; observe and inspect crime scenes, evidence and reports; and communicate with others. The employee must regularly move items weighing up to 25 pounds and occasionally move items weighing more than 100 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to normal office conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually loud.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate's degree (A. A.) or equivalent (60 semester hours) from a college or university. Must successfully complete police academy and required field police training within one year of employment. Knowledge of federal, state, and local civil and criminal statutes on which charges and arrests are executed. Knowledge of police rules and regulations and standard operating procedures. Knowledge of the geography of the Village and location of important buildings.

Ability to handle sensitive public contacts and to deal tactfully and courteously but firmly with the public. Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances. Ability to understand and carry out oral and written instructions and prepare clear comprehensive reports. Ability to exercise sound, independent judgment and to render objective decisions in the application of laws and ordinances. Ability to apply techniques of self-defense and use necessary force to apprehend and restrain violent or hostile individuals.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or Village employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percent.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE: The machines, tools equipment (office and industrial) and software that are used when performing the essential functions of this job include the following: Police car, firearms, radio, mobile data terminal, Microsoft Office Suite software, specific software developed for the Police Department, personal computer, calculator, telephone.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Illinois Driver's License, Illinois Police Officer Certification

ATTENDANCE REQUIREMENTS: Attendance is required for a 40 hour work week. Overtime attendance may be required.

This job description is subject to change at any time and nothing in this job description restricts management's right to assign or reassign tasks, duties and responsibilities to this job at any time, regardless of whether the change or assignment has been made verbally or in writing.

Benefits Summary – Sworn Police Personnel – MAP Bargaining Unit Members

HOLIDAYS

All regular full-time employees will be paid for the following holidays:

New Year's Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas Day
Personal Time in Commemoration of Dr. Martin Luther King (2 working shifts)	

PERSONAL DAYS

Personal Days must be used within the calendar year in which they are earned. Such Personal Days may not be carried from one calendar year to the next. Employees must complete their probationary period within the same calendar year in order to be eligible

VACATION ACCRUAL

All regular full-time employees are eligible for the following paid vacation benefits annually:

- Eight (8) hours accrual per month from 1 through 5 years of service (96 hours per year);
- After 5 years through 13 years of service, 11.33 hours per month (136 hours per year);
- After 13 years of service, 14.66 hours per month (176 hours per year);
- After 17 years of service, 16.66 hours per month (200 hours per year);

SICK LEAVE ACCRUAL

All regular full-time employees shall accrue sick leave at a rate of eight hours per month of satisfactory, continuous service, not to exceed a total of nine hundred and sixty (960) accumulated sick hours. No more than eight hundred and forty (840) accumulated sick hours may be counted towards retirement when such employee retires with the Village after at least twenty (20) years of service.

PENSION

All regular full-time employees may make application for membership in the Streamwood Police Pension Fund. An amount shall be deducted from each employee's paycheck for his/her contribution to this plan. In addition, the Village also shall contribute funds for each employee as required by law.

LIFE INSURANCE

Life Insurance - Accidental Death and Dismemberment. In addition to any benefits payable under the Streamwood Police Pension Fund, all employees are insured by the Employer with the premium paid by the Village.

SECTION 125 PRE-TAX FLEXIBLE COMPENSATION PLAN

Employees' medical and dental premium expenses are deducted from their paychecks on a pre-tax basis. This plan also allows for employees to set aside pre-tax dollars in health care and dependent care reimbursement accounts.

AFSCME, MAP and Non-Union Insurance Costs 01-01-24

Regulations outlined in IRS Code Section 125 allow you to pay for eligible medical and dental premium contributions, un-reimbursed medical expenses, and dependent childcare expenses, on a pre-tax basis. This means that the premium contributions are automatically deducted from your gross pay before federal, state and social security taxes are withheld.

All employees are requested to submit a new Section 125 form each year regardless of participation.

Where applicable, monthly medical and dental premiums that will be in effect as of January 1, 2024 are as follows:

<u>MEDICAL INSURANCE</u>		<u>Monthly Premiums</u>	
		<u>Single</u>	<u>Family</u>
BC/BS PPO Only Plan:			
MAP and Non-Union – Hired before 6/1/94 AFSCME – Hired before 7/1/95		\$208.70	\$571.98
MAP and Non-Union – Hired after 6/1/94 AFSCME – Hired after 7/1/95		\$334.50	\$787.56
HMO Illinois	All Employees	\$ 78.20	\$230.26
<u>DENTAL INSURANCE</u>	All Employees	0.00	\$ 53.66

AFLAC – Contact your AFLAC representative for exact amounts. Some AFLAC premiums are **not** Section 125 eligible.

Please list the appropriate amounts for health and/or dental insurance on the new Section 125 form where applicable. Also, please note that should your union contract specify changes in employee contributions between January 1, 2024 and December 31, 2024 the amount shall be automatically adjusted consistent with that change.

IRS SECTION 125

It is recommended that employees considering the No Coverage Alternative at some point during the next year not participate in the FSA benefit. This is because Section 125 FSA deductions may not be stopped for a full twelve (12) months, even if you no longer have our insurance coverage.

Please return all Section 125 enrollment forms back to Human Resources before Friday, October 20, 2023. If you should have any questions, please feel free to contact Lisa Scheiner or Laura Christensen (phone extensions 3805, 3802, respectively, or email: humanresources@streamwood.org).

Dental Plan

- **Delta Dental** is the administrator of dental benefits for you and your family. Delta Dental offers you both telephonic and web access to your personal information to assist you in managing your dental benefits.
 - » **Telephonic:** A Delta Dental customer service representative can be reached at **800.323.1743**, Monday through Thursday from 7:00 a.m. to 7:00 p.m. CST, and Friday from 7:00 a.m. to 6:00 p.m. CST.
 - » **Web:** Employees can access Delta Dental's website by logging on to www.deltadentalil.com. This website offers you the ability to view claim status and eligibility information, view a summary of your dental benefits, as well as locate a dentist in your area. When prompted, choose the "Delta Dental PPO" network for the highest level of benefits, and follow the on-screen instructions.

Benefits	Delta Dental PPO Option Delta Dental of Illinois	
	Delta PPO and Premier Network	Out-of-Network*
Annual Maximum	\$1,500 (per person)	
Orthodontia Lifetime Maximum	\$1,000 (per person)	
Deductible	\$50 individual / \$150 family	
Type A - Preventive/Diagnostic Exams, Cleanings, X-rays, Fluoride Treatment, Sealants	100%	100%
Type B - Basic Services Fillings, Oral Surgery, Periodontics, Endodontics	80%	80%
Type C - Major Services Inlays / Onlays, Crowns, Dentures, Bridgework	50%	50%
Orthodontics Coverage for children (to age 20)	50%	50%

*Non-network (non-Delta Dental PPO/non-Delta Dental Premier) dentists are reimbursed at the 90th MDR.

Delta Dental Premier® is a safety net for our Delta Dental PPO network. You will pay more out-of-pocket with a Delta Dental Premier dentist compared to a Delta Dental PPO dentist. However, you may save more money with a Delta Dental Premier dentist compared to a non-network dentist. Delta Dental Premier dentists agree to our maximum plan allowances as payment in full, which may be lower than what a dentist would typically charge.



Benefit Summary

The Who's Who of Your Village of Streamwood's Benefit Plans

HMO:

- **Blue Cross Blue Shield (BCBS)** is the claims administrator for the Village of Streamwood's HMO medical plan.
 - » Contact BCBS for questions concerning membership, plan benefits, or status of claim payments. HMO Customer Service Representatives can be reached at **800.892.2803**, Monday through Friday from 8:00 a.m. to 5:00 p.m. CST.
 - » BCBS's website is both user-friendly and informative. The site allows you to seek answers about BCBS and available HMO doctors and hospitals, and to link to vendor sites. Their web address is www.bcbsil.com.
- **Blue Cross Blue Shield** offers convenient online tools and personalized telephone services that help support, inform and motivate individuals in their wellness efforts. All employees, spouses, and dependents covered under the Village of Streamwood's medical plan can participate at no charge to you.
 - » **Well onTarget®** is a program that can give you the support you need to make healthy choices while rewarding you for your hard work. **Blue Points** is a program that rewards you for engaging in healthy activities including filling out a Health Assessment, syncing a fitness device, and more. Join the low cost Fitness Program with access to more than 10,000 fitness locations nationwide. Employees can access Well onTarget through BlueAccess for Members or www.wellontarget.com.
 - » **Wondr** assists you in losing weight and improving your health at no cost to you! Wondr is a digital behavioral change program that teaches skills to help you create a healthy relationship with food, lose weight, sleep better, lower stress, and improve your overall quality of life without counting calories, restricting foods, or giving up the foods you love.

PPO:

- **Blue Cross Blue Shield (BCBS)** is the claims administrator for the Village of Streamwood's PPO medical plan.
 - » Contact BCBS for questions concerning membership, plan benefits, status of claim payments, and more. PPO Customer Service Health Advocates are available at **877.245.5681**, 24 hours a day, 358 days of the year (closed for major holidays).
 - » **Health Advocacy Solutions:** Your personal Health Advocate can help you with understanding your benefits, schedule medical appointments, navigate a chronic illness or new diagnosis, prepare for upcoming surgery, get a preauthorization, or save money on your health care. You can also engage via multiple 24/7 communication channels including the BCBSIL mobile app and the My Evive digital member hub – both of which feature live chat and secure messaging with a Health Advocate. The My Evive Hub also offers proactive engagement, mobile-first design connecting you with your other benefit carriers, in addition to your BCBSIL medical plan!

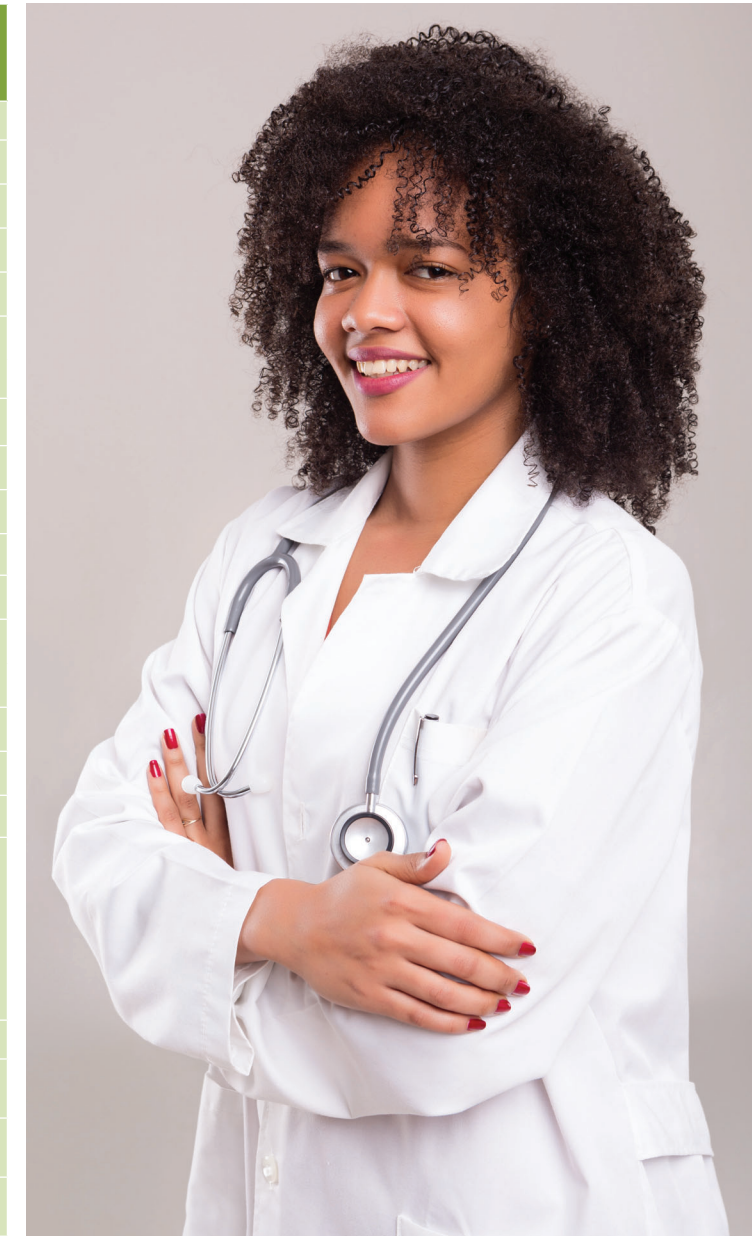
- » **The Evive Digital Member Hub** will get you access to BCBSIL's website as well as links to other carrier and vendor websites. Their web address is www.myevive.com.
- » **Well onTarget®** is a program that can give you the support you need to make healthy choices while rewarding you for your hard work. **Blue Points** is a program that rewards you for engaging in healthy activities including filling out a Health Assessment, syncing a fitness device, and more. Join the low cost Fitness Program with access to more than 10,000 fitness locations nationwide. Employees can access Well onTarget through EVIVE at www.myevive.com.
- » **Member Rewards** is a program that offers cash rewards when a lower cost, high-quality provider is selected. This program allows you to minimize your out-of-pocket costs, and gives you a cash reward. Speak with a Health Advocate for more information.
- » **MDLIVE:** Call a Health Advocate at **877.245.5681** or download the EVIVE app to access MDLIVE and connect with a board certified doctor 24/7 (Virtual Visit). You will pay your portion of the Virtual Visit based on your medical plan provisions.
- **Express Scripts** is your prescription benefit manager for the Village of Streamwood's prescription drug programs. Retail and mail services on the medical programs are administered through Express Scripts.
 - » Express Scripts customer service representatives can be reached at **800.294.7041**, 24 hours a day, 7 days a week. Contact Express Scripts for questions regarding drug orders, account information, and to refill prescriptions.
 - » Or you can visit Express Scripts online at www.express-scripts.com to order prescription refills, check order status, locate participating retail pharmacies, find ways to save money on your medications through generics and mail order, and ask a pharmacist questions 24/7.
- **Express Scripts Smart90 Program:** If you take maintenance medications (long-term medications), be sure to obtain a 90-day/3-month supply from Walgreens, CVS or through Express Scripts home delivery to avoid paying the full cost of the prescription. Call **800.294.7041** or visit www.express-scripts.com/90day for more information.
- **Securian** is the life insurance carrier for your basic employer-paid life insurance benefits. Securian's Customer Service Representatives are managed through Ochs and can be reached at **800.392.7295**, Monday through Friday from 8:00 a.m. to 4:30 p.m. CST.



Medical Plans - AFSCME, MAP Units and Non-Union

Benefits	Blue Cross Blue Shield of Illinois PPO Only – P14976
Major Medical Coverage	
Coinsurance	
Network	80% after deductible
Non-Network	N/A
Deductible	
Network	\$250 individual / \$750 family
Non-Network	N/A
Out-of-Pocket (includes deductible)	
Network	\$1,000 individual / \$3,000 family
Non-Network	N/A
Office Visit Copay	N/A
Hospital Emergency Care	
Network	Deductible applies, 80% with authorization
Non-Network	
Preventive Care	
Network	100% of eligible expenses
Non-Network	N/A
Vision	None
Prescription Drug	
Retail (30-day supply)	\$10 generic / \$20 brand name formulary / \$40 non-formulary
Mail Order (90-day supply)	\$20 generic / \$40 brand name formulary / \$80 non-formulary
Prescription Drug Out-of-Pocket Maximum (network)	\$6,150 individual / \$11,300 family

Blue Cross Blue Shield of Illinois Basic Plan HMO Illinois – H15092
N/A
N/A
N/A
\$1,500 individual / \$3,000 family
N/A
\$10 copay
100% after \$50 copay; waived if admitted
100% of eligible expenses
N/A
Option 1: Frame allowance - \$175, Lens benefit (spectacle) - \$0 copay
Option 2: Contact lens allowance - \$125, Frame allowance - \$175 20% off the cost of spectacle lenses
\$3 generic / \$8 brand name formulary / \$23 non-formulary
\$6 generic / \$16 brand name formulary / \$46 non-formulary
\$5,650 individual / \$11,300 family



This benefit schedule is for illustrative purposes only; please consult benefits booklet for more information. This exhibit in no way replaces the plan document of coverage, which outlines all the plan provisions and legally governs the operation of the plans.

The Village of Streamwood complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. The Village of Streamwood does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.