



John J. Sliozis
Chief of Police

Deerfield Police Department

850 Waukegan Road, Deerfield Illinois 60015-3206
(847) 945 8636 - FAX - (847) 945-5080

April 25, 2008

Thank you for your interest in the position of Community Service Officer for the Deerfield Police Department. Attached you will find the following:

1. Application for Employment
2. Waiver/Release of Liability
3. Equal Opportunity Employer
4. Sample Polygraph Questions
5. Job Description for Community Service Officer
6. General Applicant Information

Applicants are required to; be at least 21 years of age, possess a high school diploma, a valid drivers license and be willing to work an 8 hour shift schedule with varied days and some weekends and holidays.

Items 1-3 must be completed and returned to the Police Department no later than 4:00pm on May 12, 2008 either in person or by mail. Qualified applicants will be contacted within two weeks of deadline and subject to interview. The process will be completed within 6 to 8 weeks.

Full job description and applications are available at the Deerfield Police Department or online at <http://deerfield-il.org/police/home.html>.

Qualified candidates will be subject to an extensive background check, psychological, medical and polygraph examination (sample questions attached). The Village of Deerfield is an Equal Opportunity Employer.

Candidates failing to qualify during any part of the process may not reapply until the beginning of the next application cycle.

Sincerely,

John J. Sliozis
Chief of Police

JJS/vm

Have you reviewed the job description for this position? Yes No

If you have a special condition that requires accommodation to perform this position, please explain what accommodations would allow you to handle this job successfully: _____

EMPLOYMENT HISTORY

List previous three (3) employers, including any military service. Begin with your current or most recent employer.

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Last salary _____

Your duties: _____

May we contact this employer?
 Yes No

Reason for leaving: _____

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Last salary _____

Your duties: _____

May we contact this employer?
 Yes No

Reason for leaving: _____

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Last salary _____

Your duties: _____

May we contact this employer?
 Yes No

Reason for leaving: _____

What languages, other than English, do you speak and/or write fluently? _____

Do you have experience operating specialized equipment? Yes No List: _____

Indicate experience with the following: Typing _____ wpm 10-key _____ kpm

Office software applications (list): _____

Other office equipment (list): _____

PERSONAL REFERENCES

(Excluding former employers or relatives.)

PLEASE INCLUDE COMPLETE INFORMATION

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER
1.		
2.		
3.		

Use this space to continue any answers from other questions, to explain any special qualifications pertinent to the position for which you are applying, or to provide any additional information necessary to describe your full qualifications.

Person to be notified in case of accident or emergency

Name: _____ Telephone No.: _____

Address: _____

Do you possess a valid Driver's License? Yes No If yes, for what state? _____

Restrictions: _____

Have you ever been convicted of a crime, excluding minor traffic offenses? No Yes

If yes, describe in full: _____

I understand that nothing in this application creates an employment contract or relationship. I also understand that if hired by the Village of Deerfield, my employment can be terminated at any time, by myself or the Village, for any grounds not prohibited by law.

I certify that all information I have supplied on this form is correct to the best of my knowledge. I understand that omissions or deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.

I consent to have the Village of Deerfield contact the people listed on this form for references and authorize these individuals to provide truthful information regarding my qualifications for employment and previous work. I also agree to waive liability against persons named as references, provided the information they supply is honest, factual and given without malice.

Signature

Date

DO NOT WRITE BELOW THIS LINE

INTERVIEW: Yes No Date: _____ Hour: _____

Acceptable for employment? Yes No Starting rate: _____

Starting date: _____ Position: _____

Interviewed by: _____

NOTES:

VILLAGE OF DEERFIELD POLICE DEPARTMENT

**WAIVER/RELEASE OF LIABILITY
APPLICATION FOR PUBLIC EMPLOYMENT**

AGREEMENT made this _____ day of _____, 2008, between _____, an applicant for employment as a Community Service Officer with the Police Department of the Village of Deerfield, Illinois, the “Applicant” and the Village of Deerfield, Illinois; its employees, agents, representatives and assigns (specifically any testing agency employed by the Village) hereinafter collectively referred to as the “Village”, witness:

- Applicant has applied to the Village for employment with the Police Department.
- The Village is required to subject the Applicant to a competitive testing process.
- Applicant has agreed to submit to a variety of examinations including oral interviews, medical examinations and such other examinations, and to undergo a thorough background investigation, as deemed appropriate by the Village.
- The Village has agreed to administer said exams, as provided by the rules and regulations of the Village’s, without expense to the Applicant.

Both parties agree that the examination process is conducted for the purpose of obtaining well-qualified individuals to fill the position sought by the Applicant. The parties agree as follows:

Applicant, in consideration of the payment, by the Village, of the fees associated with the conduct of examinations to be taken by the Applicant, hereby agrees to waive any claims the applicant may now have or may have in the future (specifically including any claim as to personal injury and/or damages) arising from Applicant’s participation in any examination or background investigation conducted by or for the Village as part of its pre-employment screening process for the position of police officer. The Applicant further states that this waiver is given voluntarily and with the knowledge that the Applicant is waiving any and all liability the Village may incur as to the Applicant resulting from the Applicant’s participation in the pre-employment screening process. The Application specifically waives the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820 ILCS, 40/7(1). The Applicant also acknowledges that the Applicant had the opportunity to discuss the import of this Waiver with legal counsel of Applicant’s own choosing.

Witness our hands and seals the day and year above written.

APPLICANT

POLICE DEPARTMENT
VILLAGE OF DEERFIELD, ILLINOIS

By: _____
Chief John J. Sliozis

EQUAL OPPORTUNITY EMPLOYER - M/F

**VILLAGE OF DEERFIELD
DEERFIELD POLICE DEPARTMENT**

NAME: _____

ADDRESS: _____

TELEPHONE: _____

DRIVER'S LICENSE NUMBER: _____

We must obtain racial and sex identification from all candidates who will be taking part in the process to comply with Federal, State, and Local regulations requiring that we assess the impact of these selection tests on all racial and sex sub-groups. This information is for statistical validation, and in **NO** way will it adversely affect a candidate's credentials in this evaluation process.

Please check the appropriate line to indicate your race and sex:

_____ CAUCASIAN (WHITE)

SEX:

_____ AFRICAN AMERICAN

_____ MALE

_____ HISPANIC AMERICAN

_____ FEMALE

_____ ASIAN AMERICAN

AGE: _____

_____ AMERICAN INDIAN

_____ Other (Specify)

SAMPLE POLYGRAPH QUESTIONS

The following criteria are used for entry level and promotional Polygraph testing of candidates for Police and Fire Departments and were applicable under the Federal Law 100-347 and in the U.S. Federal District Court Seventh Circuit in the case of Moon v. Cook County Police & Corrections Merit Board Consent Decree No. 78 C 1572 (1982):

1. In the last two years, did you steal any merchandise from places where you worked?
2. In the last two years, did you steal money from places where you worked?
3. In the last five years, did you take part in or commit any serious crime?
4. In the last two years, did you shoplift any merchandise?
5. In the last two years, did you use excessive physical force against another person?
6. In the last two years, did you buy or sell any stolen merchandise or property?
7. In the last two years, did you pay or receive a bribe from anyone?
8. In the last two years, did you drink alcohol, use or sell marijuana, narcotics or dangerous drugs illegally during your work hours on a job?
9. In the last year, did you use marijuana?*
10. In the last year, did you use narcotics or dangerous drugs illegally?*

*The "last year" is the past twelve months based on the date of the subject's Polygraph Examination.

VILLAGE OF DEERFIELD POLICE DEPARTMENT

COMMUNITY SERVICE OFFICER

JOB PURPOSE

The Community Service Officer performs a variety of tasks in an effort to safeguard all life and property within the Village of Deerfield while adhering to and enforcing all applicable federal, state, county, and local laws and Village ordinances.† The Community Service Officer performs law enforcement related duties in both the field and at the station but does not have full police authority.

Work is performed under the general supervision of the Deputy Police Chiefs and the Police Chief.

ESSENTIAL JOB FUNCTIONS

- 1 Issues parking citations.
- 2 Provides assistance and directs traffic at intersections, traffic crash sites and special events.
- 3 Maintains property items received or recovered by the department, holds for court cases or returns to owner, updates computer property files.
- 4 Completes reports on various types of police incidents.
- 5 Assists patrol officers in booking arrestees and in prisoner transportation.
- 6 Takes bond and traffic and misdemeanor tickets to County Court.
- 7 Collects evidence at crime scenes.
- 8 Assists and/or fills in for records, telecommunications and crossing guard when necessary.

OTHER DUTIES *(The Subsequent Duties May or May Not be Required Depending Upon the Classification of the Community Service Officer)*

- 9 Investigates abandoned automobile complaints and follows up for compliance or vehicle removal.
- 10 Manages all aspects of evidence apprehended by department, prepares reports and documentation for evidence, submits to crime lab.
- 11 Operates speed radar equipment.
- 12 Maintains and services vehicles.
- 13 Responds to citizen, police, and fire department calls regarding loose, stray, or wild animals in the Village.
- 14 Monitor prisoners and make prisoner checks every thirty minutes; order meals and feed prisoners when needed.
- 15 Participates in presentations to community.
- 16 Receives calls and responds accordingly.
- 17 Completes all requisite training sessions.
- 18 Renews required certifications.
- 19 Performs additional duties as required.

KNOWLEDGE/SKILLS/ABILITIES

Knowledge of:

- 18 Rules, regulations, policies, procedures and general orders of the department and the Village of Deerfield
- 19 Applicable federal, state, county, and local laws.
- 20 Working knowledge of records, telecommunicator and crossing guard duties
- 21 Basic personal computer operations and data entry

Skills and Abilities:

- 22 Effectively communicate, both orally and in writing.
- 23 Ability to maintain effective working relationships with the police department's personnel.
- 24 Ability to act and make decisions during highly stressful situations.
- 25 Ability to perform multiple tasks simultaneously while maintaining organization.
- 26 Ability to work and learn in a highly structured organizational environment.

EDUCATION/TRAINING/EXPERIENCE

- 1 High School education or equivalent
- 2 Required qualifications for use of firearms and other weapons and equipment
- 3 Possession of a valid Illinois Driver's License.

WORK ENVIRONMENT

Some of the work is performed in a normal office environment. However, work may also be performed outdoors and require operating vehicles in all temperature and weather conditions.

DISCLAIMER

The above statements are intended to describe the general nature of the level of the work being performed. The aforementioned descriptions are not intended to be an all-inclusive or comprehensive list of job duties and skills required of Police Department employees.

DEERFIELD POLICE DEPARTMENT

GENERAL APPLICANT INFORMATION

General Information

The Deerfield Police Department is staffed by 40 sworn police officers; one Chief, two Deputy Chiefs, nine Supervisors and 28 officers and 15 civilians, including eight (8) 911 Communicators, and 2 Social Services Providers.

The Department is equipped with state of the art communications equipment including in-car terminals and an automated dispatch system.

The Department is a member of the Northern Illinois Crime Lab, the Northern Illinois Police Alarm System, the Lake County Metropolitan Enforcement Group (a drug enforcement unit composed of officers from state, county and municipal departments), the Lake County Major Crimes Task Force (an investigative task force providing experienced criminalists and evidence technicians), and the Lake County Gang Task Force (a multi-jurisdictional response team consisting of trained gang specialists).

The mission for every member of the Deerfield Police Department is to, “Consistently seek and find ways to affirmatively promote, preserve and deliver a feeling of security, safety and quality service to members of our community.”

Job Description

See attached Job Description

Work Schedule

Normally, be willing to work an 8 hour shift schedule with varied days and some holidays and weekends.

Benefits

The Village of Deerfield offers a comprehensive benefit package for the employee and their dependents including sick leave, hospitalization, Section 125 - Flexible Spending Account, life insurance and dental insurance. Generous vacation and holiday benefits are also provided.

Deferred Compensation Plan

Full-time Village employees may participate in a Deferred Compensation Plan made available through the Village by ICMA and PEPSCO.

Current Wage/Salary Rates

Starting salary for Community Service Officer is \$45,353, and top pay is \$53,356 annually.

Employees are paid bi-weekly on Fridays with twenty-six (26) pay periods per year.

Vacation Eligibility

1. After completing one (1) full year of continuous service, an employee is eligible for ten (10) days of vacation.
2. After completing five (5) full years of continuous service, an employee is eligible for fifteen (15) days of vacation.
3. After completing ten (10) full years of continuous service, an employee is eligible for twenty (20) days of vacation.
4. After completing twenty (20) full years of continuous service, an employee is eligible for twenty-five (25) days of vacation.

Holidays

Each full-time employee earns 3 floating holidays and 9 regular holidays during the course of the fiscal year.

Qualification Information

The following information is supplied in an effort to inform you about the Village of Deerfield and its Police Department. The information contained herein is not intended to constitute an offer of employment nor is it a guarantee of benefits. Some items contained herein are subject to change without notice. If you have specific questions on any of these items, or about Deerfield in general, please feel free to contact the Deputy Chief Tom Keane at (847) 945-8636.

Driver's License Applicants must have a current automobile driver's or chauffeur's license.

Physical/Health Applicants must successfully complete such mental and physical examinations, oral examination and background investigations as may be described by the Deerfield Police Commission.

Character

Each candidate must be of good character; must not have been convicted of any crimes or guilty of infamous or notoriously disgraceful conduct as described in the Illinois Compiled Statutes 65ILCS5/10-2/1-6.

Education

Applicants must meet the requirements of the following categories within six months after the date of hire:

- a. High School Diploma
- b. Or GED

Equal Opportunity Employer:

The Village of Deerfield is an equal employment opportunity employer. All applicants for employment with the Village of Deerfield will be given equal consideration without regard to race, creed, color, sex, national origin, physical disability or age (except where age, sex, or physical requirements constitute a bonafide occupational qualification necessary to proper and efficient functioning on the job).