



COMMUNITY SERVICE OFFICER APPLICANT FACT SHEET



The following information is supplied in an effort to inform you about the Village of Bartlett 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 any specific questions on any of these items, or about the Village of Bartlett, please feel free to contact Human Resources at (630) 837-0800.

Citizenship	At the time of employment, applicant must be a citizen of the United States.
Age	At the time of appointment, applicant must be 21 years of age.
Education	Applicant must possess a high school diploma, GED, or a high school proficiency exam certificate.
Process Duration	Applicants will be notified within 30 days of the decision to hire or not to hire by the Village of Bartlett.
Reapplication	Applicants who are not selected may re-apply for future openings.
Interviews	All qualifying applicants will be required to participate in an interview with the Human Resources Director and other members of the police department as designated.
Physical Health	All applicants who are given a conditional offer of employment must undergo a physical examination including a drug screen and visual examination by a doctor who has been selected by the Village of Bartlett.
Character	Applicant must be of good character, must not have been convicted of any crimes or guilty of infamous or notoriously disgraceful conduct as described in Illinois Compiled Statutes, 65 ILCS 10-2.1-6. Prior to being given a conditional offer of employment, applicants must successfully complete a background investigation.
Polygraph	Applicants must complete a pre-employment polygraph exam. Areas covered will include honesty regarding elements of your application, workplace theft, arrest convictions, alcohol and illegal substance use or abuse, undetected criminal activity, gang affiliation, and the use of physical force against another person.
Work Schedule	Normally, Community Service Officers (CSOs) work an average of 40 hours per week, for a total of 2,080 hours per year. There are four 10-hour shifts per week, alternating between three time periods. CSOs are required to work weekend and holiday shifts.
Benefits	The Village of Bartlett offers a comprehensive benefit package for the employee and his/her dependents, including sick leave, life insurance, medical and dental insurance.
Deferred Comp	Village of Bartlett employees may participate in a deferred compensation plan.
Pension/ Retirement	CSOs participate in the Illinois Municipal Retirement Fund (IMRF) pension plan. CSOs are eligible to retire at age 55 or 62 depending on their date of participation in the Illinois Municipal Retirement Fund.
Uniforms	Personnel, upon being hired by the Police Department, are issued initial uniforms and equipment in lieu of receiving a uniform allowance. Monetary allowances are given annually after the probationary period ends.
Appearance	All employees are expected to present a professional appearance. Body piercing, other than ear piercing, must not be visible. Restrictions are also in place for hair styles, facial hair, and any facial modifications that deviate from conventional anatomical features such as earlobe gauges, subdermal implants, tongue piercing, etc.
Probation	Appointments are made with a six-month probationary period, which can be extended by three months at the discretion of the employer.
Wage/Salary	Employees are paid bi-weekly on Fridays, with 26 pay periods per year.
Holidays/Vacation	Employees are eligible for both vacation and holidays, which include personal days.

THE VILLAGE OF BARTLETT IS AN EQUAL OPPORTUNITY EMPLOYER