

Buffalo Grove Police Department

Lateral Police Officer Entry Packet



The Buffalo Grove Police Department, a progressive northwest suburban Illinois agency, is looking for the best candidates available for the position of Police Officer. Future growth, advancement potential, salary, and benefits are excellent.

The Buffalo Grove Police Department accepts for employment and promotes its employees without regard to actual or perceived race, color, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, childbirth or medical condition related to childbirth or pregnancy, marital status, age, national origin, order of protection status, ancestry, genetic information, mental or physical disability, citizenship status, military status or unfavorable discharge from military service, or on any other basis prohibited by law.

The Buffalo Grove Police Department 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 provided applicants are otherwise qualified to perform the essential functions of the job. The Buffalo Grove Police Department complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the Village of Buffalo Grove Human Resources Director in advance.

Current Salary: \$83,605 - \$123,362*

*Starting salary is commensurate to candidate experience as a full-time police officer within the State of Illinois.

An officer with 7 years of law enforcement experience is eligible for top starting salary.

Any questions concerning the employment process should be directed to:

Board of Fire and Police Commissioners
Village of Buffalo Grove
50 Raupp Blvd. Buffalo Grove, IL 60089
bfpc@vbg.org

Minimum Qualifications

Applicants for lateral appointment to the position of Police Officer must be an Illinois Certified Police Officer and meet the following minimum qualifications and requirements at the time of application to be considered for the position.

- State of Illinois certification by the Illinois Law Enforcement Training and Standards Board. (Part-time certification as a law enforcement officer does not meet this requirement.)
- United States citizen
- Individuals must be at least 21 years old
- Education: High School education or equivalent thereof
- Experience: At least one (1) year of experience as a full time sworn, certified law enforcement officer with an Illinois law enforcement agency, within the last 2 (two) years
- Valid Driver's License
- Valid FOID card
- Must agree to comply with all requirements of the position and can pass all examination and training requirements
- Ability to furnish upon request, a copy of the following: professional licenses; training certificates; documents confirming work experience; employee evaluations; and any other employment related material as requested or required.

Required Documentation

The following documents and certificates are required to be submitted at the time of application:

- Resume
- Birth Certificate
- High School Diploma or GED Certificate
- State of Illinois Law Enforcement Officer Certification
- Military Service Records - DD Form (if applicable)
- Certified copy of transcript for:
 - Associate's Degree in Criminal Justice or Law Enforcement; or
 - Bachelor's Degree from an Accredited College or University (if applicable)



Selection Process

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

- Pre-screening application review by the Police Department Command Staff
- Interview with the Board of Fire and Police Commissioners and Police Department Command Staff
- Character and background investigation and credit check
- Polygraph examination
- Post-offer examinations including but are not limited to: psychological evaluation; medical examination; vision testing; and drug screening.
- All appointments are subject to an eighteen-month probationary period.

Notice to Applicants

General Order A-06 (Appendix A)

All candidates for the position of Police Officer must complete a polygraph examination prior to appointment. Truth detecting devices shall not be the single determinant of employment status. The polygraph examination contains questions about your background, including criminal activities such as theft and substance abuse, prior work experience, and falsification of information related to your application for employment as a Buffalo Grove Police Officer.

Lateral Entry Eligibility List

An initial lateral entry eligibility list will be created from qualified applicants that submit the required application materials by the application deadline. The list will be active indefinitely and will not expire unless there are no eligible candidates remaining. Applicants will be rank ordered on the list. Additions will be made to the list as new applications are received and candidates interviewed. New eligible candidates will be placed in rank order dependent on their score.

Placement on any lateral entry eligibility list shall be based upon the relative excellence of the applicants and a minimum passing oral interview score. The Board of Fire and Police Commissioners will automatically add preference points to a lateral entry candidate's score prior to placement on the eligibility list as required by law.

In the event pre-screening 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 and Police Department Command Staff may interview those applicants only for consideration.

Required Documents & Application Checklist

The following is a checklist for your use to ensure you complete the electronic application as required and attach all required certificates and other documentation electronically.

Check when completed/attached:

- Application for Employment ____
- Resume ____
- Birth Certificate ____
- High School Diploma or GED Certificate ____
- State of Illinois Law Enforcement Training and Standards Board Basic Law Enforcement Certificate (or equivalent) ____
- DD-214, if applicable ____
- Certified College Transcripts, if applicable ____
- Driver's License ____
- FOID Card ____

Applications must be completed and submitted electronically at
<https://www.governmentjobs.com/careers/buffalogrove>

BUFFALO GROVE IS AN EQUAL OPPORTUNITY EMPLOYER

All information contained in or connected with the application will be considered personal and confidential to the extent possible or permitted by law and used only in conjunction with possible employment by the Buffalo Grove Police Department. Please furnish complete information as outlined in the application.

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 of 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 may disqualify a candidate for consideration of employment by the Buffalo Grove Police Department.

