



# NORTHBROOK POLICE DEPARTMENT LATERAL ENTRY POLICE OFFICER FAQ



The Northbrook Police Department seeks to recruit and hire the most qualified individuals to serve as Northbrook Police Officers. Special emphasis is placed on recruiting applicants that are team players and possess a high degree of maturity and problem solving skills.

As a Northbrook Police Officer, you will serve a community engineered to provide a mixture of areas including residential, commercial and business. Commercial shopping is anchored by The Northbrook Court Shopping Center on the north, Willow Festival on the south, Village Square on the east and a number of smaller shopping centers in the center and west side of the Village. Northbrook serves as the corporate home to companies such as Crate and Barrel and also serves as a transportation hub, with both the Edens Expressway and Tri-State Tollway passing through town on the east and west ends. Metra services commuters at our downtown train station. Ease of transportation and ample employment opportunities swell our daytime population from roughly 35,000 to nearly 100,000 people.

The Village of Northbrook, Illinois (population 35,222), is a thriving, progressive community strategically located 25 miles north of Chicago. Home to several corporate headquarters, an upscale mall, a charming downtown, and several public transit resources, Northbrook is a prosperous village with a small-town feel. A family-oriented community, residents enjoy a variety of events and recreational opportunities, parks and natural areas, dining and retail choices, and high quality municipal services. Northbrook has a diverse blend of rich history and strong civic-minded leadership, making it a wonderful place to live, work, and play.

## **There are many benefits of being a Police Officer in the Village of Northbrook. Those include:**

- Attractive starting salary between \$87,567 and \$93,059, and non-probationary pay within two years between \$98,206 and \$103,777 (see a copy of the current Collective Bargaining Agreement at [this link](#))
- Attractive work schedules that allow you to have every other weekend off
- Current and well-maintained equipment
- Good health benefit that allows sick days to be bought back
- ICMA Retirement Investment Account
- Initial uniforms are provided including firearm and body armor
- Officers are represented and covered by a collective bargaining agreement
- Opportunities for career development
- Participation in the Northbrook Police Pension Fund
- Sick days are earned each month and may accumulate to 120 days
- Strong community support
- Uniform allowance is issued each year for replacement and upkeep
- Vacation and Holidays

## Special Assignments

The Northbrook Police Department provides opportunities for a number of special assignments to support our Officers' career development, including:

- Canine (Police K9 and Police Therapy K9)
- Evidence Technicians
- Field Training Officer Program
- Firearms Instructor/Range Officer
- Investigations Unit (Detectives)
- Community Policing Team (CPT) and Tactical Officers
- Major Crash Assistance Team (MCAT) Crash Investigators
- Northern Illinois Police Alarm System (NIPAS) Emergency Services Unit
- Northern Illinois Police Alarm System (NIPAS) Mobile Field Force Unit
- North Regional Major Crimes Task Force (NORTAF) Burglary Unit
- North Regional Major Crimes Task Force (NORTAF) Forensics Unit
- North Regional Major Crimes Task Force (NORTAF) Investigation Unit
- Overweight Truck Enforcement
- School Resource Officer
- Traffic Unit
- Juvenile Officers/Investigators
- Bicycle Unit
- Motorcycle Unit
- Range Team and Firearm Instructors
- Defensive Tactics Unit and Instructors
- Tactical Emergency Medical Care Unit and Instructors
- Police ATV Unit
- UAV Unit (Drone Pilots)

## How to Apply

**\*\*\*Applications must be completed and received by midnight on February 28<sup>th</sup>, 2023\*\*\***

Submit completed application and required materials, electronic submission preferred ([police-hiring@northbrook.il.us](mailto:police-hiring@northbrook.il.us)) but can be delivered to the address below as well.

*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
- FOID Card (valid and active)
- Military Service Records - DD Form (if applicable)
- Certified copy of transcript for:
  - Associate's Degree in Criminal Justice or Law Enforcement; or
  - Certified copy of Bachelor's Degree from an Accredited College or University (if applicable)

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 Northbrook 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 disqualify a candidate for consideration of employment by the Northbrook Police Department.

## 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:

- A. **Forms.** Applications for lateral entry must be made on forms furnished by the Village. Applicants must comply with the requirements of the forms.
- B. **Certification.** An applicant for lateral entry must have been awarded a certificate attesting to the applicant's successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act.
- C. **Experience.** An applicant for lateral entry must have been a full time police officer for 24 months in another law enforcement agency to apply.
- D. **Character; Sound Health.** An applicant must be of good moral character, of temperate habits, and of sound health, and must be physically able to perform the essential job functions of the position of police officer.

- E. Citizenship; Language. An applicant must be a citizen of the United States with the ability to speak and understand the English language sufficiently to discharge the duties of police officer.
- F. Documents. An applicant must provide a copy of the applicant's birth certificate and high school diploma or G.E.D. certificate, and also must provide a copy of the applicant's certificate attesting to the applicant's successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act. If applicable, the applicant also must provide any Military Service Records including Discharge Papers (DD Form 214).
- G. Sections 4.1D, 4.2D Standards. An applicant must qualify under the standards set forth in Section 4.1D and 4.2D of these Rules and Regulations.

**4.1D Police Department Minimum Education Standards.** No person shall be eligible to apply for the rank of police officer unless that person has successfully completed two years of studies—equaling an associate's degree, or 60 hours of course work, or equivalent credits—at a junior college, college, or university accredited by a nationally recognized accreditation agency. The Commission may waive this requirement if (1) the applicant has served 24 months of honorable active duty in the United States Armed Forces and has not been discharged dishonorably or under circumstances other than honorable or (2) the applicant has served 180 days of active duty in the United States Armed Forces in combat duty recognized by the Department of Defense and has not been discharged dishonorably or under circumstances other than honorable.

**4.2D Exclusion for False Statements.** A false statement knowingly made by a person in an application, or connivance in any false statement made in any supplementary information that may accompany the application, or complicity in any fraud related to an application or supplementary information shall be regarded as good cause for exclusion from the examination.

## 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.

Any questions concerning the employment process should be directed to the Police Planning & Training Office, 1401 Landwehr Rd, Northbrook, IL 60062; [police-hiring@northbrook.il.us](mailto:police-hiring@northbrook.il.us)

## 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 ranked 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 scores.

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 for Military or College Degrees.

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 that the following are completed/attached to your application:

- Application for Employment
- Resume
- Birth Certificate
- State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course
- DD-214, if applicable
- College Transcripts, if applicable
- Additional documentation that may be attached:
  - Driver's License
  - FOID Card

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

Please submit completed application and required materials, electronic submission preferred ([police-hiring@northbrook.il.us](mailto:police-hiring@northbrook.il.us)) but can be delivered to the address below as well.



**NORTHBROOK IS AN EQUAL OPPORTUNITY EMPLOYER**

**1401 Landwehr Rd  
Northbrook, Illinois 60062**

**<https://www.northbrook.il.us/174/Recruitment>**

