



PLANO POLICE DEPARTMENT

111 E. Main Street Plano, IL 60545

Phone (630) 552-3122 Facsimile (630) 552-3197

Chief of Police

Norman B. Allison

Deputy Chief

Gene Morton

Completed applications will be thoroughly filled out and also contain copies of:

- Birth Certificate
- Copy of DL
- Copy of Transcripts of HS and College(s) attended
- Copy of HS Diploma or Equivalent
- Copy of College Diploma
- Copy of Military Discharge DD214 if applicable
- Training certificates furnished upon request

Completed application packet should be turned in to the Plano Police Department Record's Division at 111 E. Main Street, Plano, IL 60545 or emailed to nallison@planopoliceil.gov.

The Plano Police Department and City of Plano is an equal opportunity employer.



NOW HIRING LATERAL TRANSFERS

Establishing a Lateral Police Officer Eligibility List

The Plano Police Department, an equal opportunity employer, is currently establishing a lateral certified police officer eligibility list. Women and minorities are encouraged to apply. Our organization is proactive, community oriented, and proud to serve the citizens of Plano. We are looking to hire experienced officers who will add to our organization and build onto the culture of serving the citizens in any way possible.

**Must have a valid
Driver's License**

**Currently certified by
ILETSB**

Excellent Integrity

**2 or more years of
consecutive service
as a police officer in
IL**

**Currently working as
a sheriff's deputy, IL
Trooper, or
municipal police
officer**

APPLY AT:

Plano Police Dept
111 E. Main St.
Plano, IL 60545

OR

www.cityofplanoil.com

WAGES

Time of Service	Pay
Start at Year 2 for pay	\$88,064.36
3 YEARS of service pay	\$98,230.29
4 YEARS of service pay	\$104,562.66
TOP OUT	\$104,562.66

Other Benefits

- Overtime and Comp time
- Annual pay incentives of \$750/\$1500 for advanced degrees
- Clothing allowance stipends for specialized units
- Updated equipment
- Field Training Officer Pay Incentive
- 13 paid holidays!



A progressive organization that is looking for patrol officers to supplement our core of experienced staff. We have one vacancy and possibly others in the very near future. After submitting an application, applicants will go through a background, oral interview, and medical prior to getting hired. The list will not expire and will supplement our entry level eligibility list. Turn in completed application packets at the Plano PD or nallison@planopoliceil.gov.

BENEFITS

457 Plan (Deferred Compensation Plan) available!

12 HOUR SHIFTS

Tuition Reimbursement available at a percentage paid to the employee up through a Masters Degree.

Quartermaster system for uniforms.

Union representation through the Fraternal Order of Police.

Health Insurance through BCBS- HMO/PPO

Dental and Vision Insurance available for employees and family.

Ballistic Vest and firearm provided to the officer.

Downstate pension!

Specialized units such as Investigations, School Resource Officer, Covert Team, Undercover Narcotics





Lateral Police Officer Application

Plano Police Department

PERSONAL INFORMATION

Name(Last)

(First)

(Middle)

List all other names or aliases you have used, or by which you have been known. Include maiden name.

Present Street Address

City, State, ZIP & County

Home Telephone

Cell Phone

Social Security Number

Date of Birth

Age

Email Address

Place of Birth

Have you ever been classified by your local selective service draft board as a conscientious objector?

Please refer to the following job description for the position for which you are applying. Can you, with or without a reasonable accommodation, perform the essential functions of the job?

Law Enforcement Officer Job Description

Tasks

- Patrols specific area on foot, horseback, or motorized conveyance.
- Maintains order, responds to emergencies, protects people and property, and enforces motor vehicle and criminal law.
- Arrests perpetrator of criminal act or submits citation or warning to violator of motor vehicle ordinance.
- Monitors traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Directs traffic flow and reroutes traffic in case of emergencies.
- Reviews facts to determine if criminal act or statute violation is involved.
- Evaluates complaint and emergency-request information to determine response requirements.
- Investigates traffic accidents and other accidents to determine causes and to determine if crime has been committed.
- Provides road information to assist motorists.
- Relays complaint and emergency-request information to appropriate agency dispatcher.

Skills

- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Being aware of others' reactions and understanding why they react as they do.
- Talking to others to convey information effectively.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Actively looking for ways to help people.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Understanding written sentences and paragraphs in work related documents.
- Adjusting actions in relation to others' actions.

Abilities

- The ability to communicate information and ideas in speaking so others will understand.
- The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- The ability to communicate information and ideas in writing so others will understand.
- The ability to see details at a distance.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to speak clearly so others can understand you.
- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to read and understand information and ideas presented in writing.

FAMILY PROFILE

List every member of your family who is still living. Include father, mother, brothers and sisters.

Name Relationship Date of Birth Address, City, St

Occupation Home Phone Work/Cell Phone

Name Relationship Date of Birth Address, City, St

Occupation Home Phone Work/Cell Phone

Name Relationship Date of Birth Address, City, St

Occupation Home Phone Work/Cell Phone

Name Relationship Date of Birth Address, City, St

Occupation Home Phone Work/Cell Phone

Name Relationship Date of Birth Address, City, St

Occupation Home Phone Work/Cell Phone

Name Relationship Date of Birth Address, City, St

6. N/A N/A

N/A

N/A

**N/A
N/A NA N/A**

Occupation Home Phone Work/Cell Phone

N/A *Name*

Relationship

Date of Birth

Address, City, St

7. N/A N/A

N/A

N/A

**N/A
N/A NA N/A**

Occupation Home Phone Work/Cell Phone

N/A *Name*

Home Phone

Work/Cell Phone

8. N/A N/A

Relationship

Date of Birth

Address, City, St

Occupation **N/A** **N/A** **N/A NA N/A**

N/A *Home Phone* *Work/Cell Phone*

N/A

N/A

ALCOHOL, ILLEGAL DRUG USE AND GAMBLING

Are you currently now abusing or excessively using alcohol?

Do you currently use illegal drugs?

Are you currently now excessively gambling?

EDUCATIONAL HISTORY

List the schools you have attended and provide the other requested information.

High Schools:

	<i>Name and address of school(s)</i>	<i>Years Completed</i>	<i>Avg. Grade</i>	<i>Graduated?</i>	<i>Dates attended</i>
1.					
2.	N/A N/A NA	N/A	N/A	N	N/A
3.	N/A N/A NA	N/A	N/A	N	N/A

Colleges:

1.					
2.					
3.	N/A N/A NA	N/A	N/A	N	N/A

Have obtained any of the following?

State-certified Law Enforcement Officer:

State-certified Corrections Officer:

Associate's Degree:

Bachelor's Degree:

Master's Degree:

List any professional licenses or certificates you hold or have held.

DRIVING HISTORY

Do you possess a valid Driver's License?

State

License Number

Date of Expiration

As a driver, have you ever been involved in a traffic accident?

If Yes, please explain: include date, location, and nature of accident (personal injury, property damage, etc):

Have you ever been refused a driver's or chauffeur's license by any state?

Have you ever had a driver's or chauffeur's license in any other state?

Has your license ever been suspended, revoked, or placed on probation?

RESIDENCES

1.	<i>From (Month/Year)</i>	<i>To (Month/Year)</i>
2.	<i>From (Month/Year)</i>	<i>To (Month/Year)</i>
3.	<i>From (Month/Year)</i>	<i>To (Month/Year)</i>
4.	<i>From (Month/Year)</i>	<i>To (Month/Year)</i>
5.	<i>From (Month/Year)</i>	<i>To (Month/Year)</i>

MILITARY SERVICE

Have you ever served in any branch of the United States Armed Forces?

Are you now or were you ever a member of the U.S. Reserve Forces?

Are you now or were you ever a member of the National Guard?

Do you have or have you ever possessed a valid Firearms Owner Identification Card?
If Yes, please complete:

Card number

Expiration date

EMPLOYMENT HISTORY

Are you currently employed?
May we contact your present employer?

Were you ever placed on a police or fire eligibility list and not hired?

If Yes, please explain (Where and Why):

Police Department applicants only

Were you ever discharged or asked to resign?

Are you now or have you ever been engaged in any business as an owner, partner or officer?

List all jobs you have held for the last ten years. Please put your present or most recent job first. Be sure to include military service and/or periods of unemployment in the sequence.

1. *Employer's Name*

Type of Business

Address/City/State/ZIP

Name and Title of Supervisor

Telephone Number

From(Month/Year)

To(Month/Year)

Title or Position

What were your duties

Reason for leaving

2. *Employer's Name*

Type of Business

Address/City/State/ZIP

Name and Title of Supervisor

Telephone Number

From(Month/Year)

To(Month/Year)

Title or Position

What were your duties

Reason for leaving

3. *Employer's Name*

Type of Business

Address/City/State/ZIP

Name and Title of Supervisor

Telephone Number

From(Month/Year)

To(Month/Year)

Title or Position

What were your duties

Reason for leaving

ACQUAINTANCE/REFERENCES

Please provide the names of three adults NOT related to you, whom you have known for a period of (preferably) more than five years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality, and other qualities.

1. *Name* *Home Telephone Number*

Address/City/State/Zip

Work/Cell Telephone

Occupation or Profession

2. *Name* *Home Telephone Number*

Address/City/State/Zip

Work/Cell Telephone

Occupation or Profession

3. *Name* *Home Telephone Number*

Address/City/State/Zip

Work/Cell Telephone

Occupation or Profession

CONSENT AND RELEASE FOR BACKGROUND INVESTIGATION

Acknowledgment of Consent

I, _____, acknowledge that I am seeking employment in a safety-sensitive field and that establishing my employment eligibility requires a thorough investigation into my background and character. Furthermore, I acknowledge and agree that as a condition of being considered for employment with the City of Plano Police Department, hereafter the "City", or for maintaining my continued employment with the employer, it is required that I consent to a complete and thorough investigation of my background to determine whether I am a suitable candidate for the position of police officer with the City.

Mandatory Background Investigation

I authorize the City to conduct a background investigation of me, which shall include, but shall not be limited to:

1. Any requirement stated in the Illinois Police Training Act, including but not limited to
2. A review of my complete employment history;
3. A review of my complete criminal history;
4. A review of driving records;
5. A background check with the Department of Children and Family Services;
6. Interviews with my personal references;
7. A review of all internal investigation files from any previous employers;
8. A verification of academic credentials and licenses;
9. A review of my military service history, if any; and
10. A review of the Illinois Law Enforcement Training Standards Board's records and officer misconduct database

Credit Check

I hereby consent to the employer obtaining and reviewing any credit and consumer reports, as permitted under the federal Fair Credit Reporting Act and local or state credit privacy laws, if applicable. I understand that the Fair Credit Reporting Act, 15 U.S.C. 1681, et seq., authorizes me to request a copy of any consumer credit report from the consumer reporting agency that compiled the report.

Consent to Release of Information

I hereby consent to the release of all employment records from my current and former employers, including, but not limited to:

1. Job applications;
2. Personnel files;
3. Internal investigations;
4. Separation agreements;
5. Pre-employment evaluations;
6. Tests;
7. Questionnaires;
8. Fitness-for-duty examinations; and
9. Any other information obtained about me by the entity to whom this Consent is presented.

Consent to Required Interviews and Evaluations

I further agree to participate in a personal interview, testing process, polygraph examination, post-offer psychological evaluation, and medical evaluation, or any combination of those examinations or tests, as determined by the City.

Confidentiality

All information obtained by the employer under this background investigation shall be confidential and safeguarded against disclosure to all unauthorized persons as required by law. However, nothing prevents the employer from using the information obtained to evaluate my suitability for employment.

I specifically consent to the disclosure of information that may be covered by a settlement agreement or other confidentiality provision entered into with my former employers, and I waive

any rights to enforce any prior confidentiality agreement against my former employer about this disclosure.

Waiver of Privacy

I waive any right or claim to privacy in such information and consent to the disclosure of information that may be exempt from disclosure by law. I waive any right I may have to be notified by any individuals and organizations named in my application for employment before the release of any information to the employer, including the release of information concerning any disciplinary action taken against me by former employers.

Indemnification

In exchange for this release of all of my personnel information, I, agree to release, discharge, and hold harmless any person, firm, or entity and their employees and agents that disclose information in response to receipt of this consent, from any liability for all claims, liabilities, causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to the disclosure of any personal information as described above. I further release and hold harmless the City and the employer's respective personnel, employees, and agents from any liability resulting from or in connection with the results of this background investigation concerning my fitness for employment or continued employment at the employer or the decision to hire me, not to hire me, or retain me in my position.

I agree to electronically sign this document and certify that I have read, understand, and agree to the terms and conditions outlined in this document and that this is a complete waiver under Section 10 of the Employment Record Disclosure Act.

Signature _____

Printed Name _____

Social Security Number _____

Date _____