



VILLAGE OF WESTERN SPRINGS POLICE DEPARTMENT ACCEPTING LATERAL POLICE OFFICER

Current Starting Salary \$77,346

Annual step increases until the top step of the contractual salary level is reached (2024 - \$108,929). Currently under labor negotiations. A higher starting salary may be available with qualifying years of experience.

****12-Hour Fixed Shifts****

****18-month Probationary Period****

****All Uniforms/Equipment Provided****

****Vacation and Holiday time are combined and will be accrued at 6.16 hours per pay period (3.08 hours holiday plus 3.08 vacation) totaling 4 weeks/year****

****Accelerated Field Training Program****

Application Deadline is Friday, February 28, 2025 at 5:00 PM

How to Apply:

- Complete the completed application online by the application deadline
- Submit all supporting documentation by the application deadline
- Signed application
- Photocopy of your State of Illinois certification by the Illinois Law Enforcement Training and Standards Board
- Resume
- Photocopy of your valid driver's license
- Photocopy of your valid FOID card
- High School Diploma or GED and college transcripts
- Training certificates
- Reimbursement Agreement, signed and notarized
- References: professional, coworkers, and family (3 of each)
- When applicable, a certified copy of the applicant's military service record and discharge papers (DD214)

Please read the application packet before applying. State of Illinois Law Enforcement Certification is required.

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 your possible employment with the Western Springs Police Department. Please furnish complete information as outlined in the application.

Read every question carefully and answer accurately. An applicant will be disqualified from further processing if they make a false statement of a material fact, practices any deception or fraud in the 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 you for consideration of employment by the Western Springs Police Department.

Please contact Ashlee Jasutis, Deputy Police Chief, at 708-246-1800 ext.155 or ajasutis@wsprings.com with questions regarding the application, required documents, or testing.



Village of Western Springs Police Department

Lateral Hire Police Officer Application for Employment

***RETAIN THE FOLLOWING PAGES
FOR YOUR INFORMATION***

Minimum Requirements and Qualifications

Candidates must meet the following minimum qualifications and requirements at the time of application and hire:

- State of Illinois certification by the Illinois Law Enforcement Training and Standards Board (ILETSB).
 - Part-time certification as a law enforcement officer; corrections officer certification; and/or military law enforcement training DO NOT meet this requirement.
- U.S. citizenship or authorized to work in the United States under federal law or qualified under federal Deferred Action for Childhood Arrivals (DACA) for deferred immigration action.
- Individuals must be at least 21 years old.
- Education - High school education or GED.
- Experience – at least 2 years continuous experience as a current full-time sworn officer in good standing.
- Valid driver's license.
- Valid FOID card.
- No felony convictions.
- Must be physically able to perform the essential duties of the position.
- Must have at least 20/100 binocular vision without glasses, correctable to 20/20 with glasses, and shall not be color blind.
- Must be of good moral character.
- Must agree to comply with all requirements of the position, including providing copies of any requested employment-related materials or other documents to confirm or verify information, and have the ability to pass all examination and training requirements. The Village of Western Springs reserves the right to re-verify candidate qualifications at any time during the screening and hiring process.
- The Board of Fire and Police Commissioners requires all employees to enter into an expense reimbursement agreement upon hire.

Essential Duties and Responsibilities

- Preserve and protect life, property, and the rights of all -individuals to live and do business in peace.
- Enforce the laws in a fair and impartial manner.
- Prevent crime and maintain the safety and order as well as operate in a proactive manner to prevent criminal activity.
- Initiate and conduct investigations of criminal activity.
- Respond to emergency and non-emergency calls for police assistance.
- Conduct thorough follow-up investigations and make every effort to clear criminal cases.
- Complete necessary reports associated with job function.
- Patrol an assigned area for the prevention of crime and enforcement of laws and ordinances, conduct premise checks.
- Investigate suspicious conditions, activities, or persons.
- Arrest or cite violators of laws and ordinances, search arrestees for weapons or articles.
- Enforce traffic and parking rules and regulations.
- Staff special events as assigned.
- Actively participate in community policing and crime prevention efforts, to include presenting crime prevention programs.
- Establish personal contacts with community members.
- Handles other duties as assigned.



Village of Western Springs Police Department

Lateral Hire Police Officer Application for Employment

Elements and Duration of the Selection Process

An offer of employment is contingent on passing all required screenings and examinations.

- There is no guarantee of an interview or further consideration for candidates submitting an application. Inclusion in any lateral entry candidate screening process shall be based upon the relative excellence of the candidate's reflecting qualifications above the stated minimum qualifications and the hiring needs of the Department at the time of review.
- Selected candidates will be invited to participate in an oral interview conducted by the Village of Western Springs Board of Fire and Police Commissioners (BFPC). Upon recommendation by the interview committee, and within approximately one month of the interview, qualified candidates will be placed on an eligibility list that will have a two-year expiration date after being posted. The list may expire sooner than two years if the BFPC makes a decision to revoke the list.
- Candidates may receive a conditional offer of employment and participate in additional post-offer screenings and examinations, including but not limited to polygraph examination, psychological evaluation, character and background investigation and credit check, medical examination, and drug screening. Candidates must receive a satisfactory evaluation on each screening or examination in order to proceed in the selection process. Failure to achieve a satisfactory evaluation on any screening or examination shall result in immediate disqualification from further consideration. The duration of these selection elements is approximately three months.
- Candidates who do not pass any portion of the selection process may re-apply at any following announcement, as there is no waiting period to re-apply.
- New lateral police officers are subject to an 18-month probationary period.

The Village of Western Springs Police Department accepts for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, sexual orientation, age, marital status, military status, order of protection status, physical or mental handicap unrelated to ability to perform the essential job functions, or any other status or class protected by federal, state, or local law. The Village of Western Springs is an Equal Opportunity Employer (EOE).

The Village of Western Springs Police Department establishes 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. The Village of Western Springs Police Department complies with the Americans with Disabilities Act (ADA).

VILLAGE OF WESTERN SPRINGS

POLICE DEPARTMENT



www.wsprings.com



The Village of Western Springs is an Equal Opportunity Employer

Applicant Information

This information is intended to provide applicants with an overview of the Village of Western Springs and the Police Department.

Community Profile

The Village of Western Springs was incorporated in 1886. The Village consists of 2.32 square miles and has a population of about 13,500. The Village housing stock is made up of almost exclusively high-quality single-family homes. Approximately 81.4% of the residents have a bachelor's degree or higher and the average household income is \$198,836.

Western Springs School District 101 serves three elementary schools and one junior high school. LaGrange Highlands School District 106 is composed of one elementary school and one junior high school. Lyons Township High School District 204 is a regional high school that has two campuses. The south campus is located in Western Springs and houses both freshman and sophomore students. There is one private elementary school located in the Village serving students from Western Springs as well as surrounding communities.

The Burlington Northern-Santa Fe Railway provides a 25-minute express commute to Chicago's Loop. Western Springs is located approximately 16 miles west of Chicago with a driving time of 25 to 40 minutes.

Many local shopping opportunities are available at Garden Market as well as a historic downtown shopping district. Oak Brook Center, Yorktown, and Orland Square malls are easily accessible.

The Village Recreation Department offers a full range of activities through its two recreation centers and numerous programs in the parks. A separate Park District maintains over 80 acres of parks for community use. The Bemis Woods Forest Preserve is directly north of Western Springs along Salt Creek, offering picnic grove areas, bike trails, cross country skiing, and nature studies. Nearly a dozen golf and country clubs are within 5 miles of the community. Other recreational activities are offered by 24 civic, fraternal, and neighborhood clubs.

Police Department

The Police Department currently employs 21 full-time sworn police officers. There is currently a Chief, one Deputy Chief, and five (5) authorized Sergeants. Specialized assignments include, but are not limited to, Detective, High School Resource Officer, and the Emergency Services Team. A total of fourteen (14) police officers are assigned to the Patrol Division. Civilian staff includes one Community Service Officer, a Public Safety Analyst, two Records Specialists.

The Department is accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) which demonstrates that our policies and procedures comply with or exceed best practices and national standards. The Police Department received its sixth consecutive reaccreditation award in 2024.

Work Schedule

Currently, officers assigned to the Patrol Division work a 28-day schedule consisting of fixed 12-hour shifts (8 shift/rotations). There are 4 shifts within the Patrol Division and officers generally remain on the same shift for one year. Shift assignments are made as necessary in order to maintain appropriate staffing levels on each shift. Regular shift hours are:

Regular Shift	Power Shift
6:00 a.m. – 6:00 p.m. (2 rotations)	12:00 p.m. – 12:00 a.m. (2 rotations)
6:00 p.m. – 6:00 a.m. (2 rotations)	10:00 a.m. – 10:00 p.m. (2 rotations)

Salary

Salaries are determined by the Collective Bargaining Agreement between the Village of Western Springs and Metropolitan Alliance of Police Chapter 360. Currently, under labor negotiations.

STEP

Effective April 2024

CONTRACT

Starting salary for probationary officers:	\$77,346.75
A	\$79,232.09
B	\$81,167.00
C	\$88,594.74
D	\$91,647.21
E	\$99,851.36
F	\$104,391.20
G	\$108,929.67

Advancement from the Probationary Step to Step A shall be upon successful completion of the 18-month probationary period. Advancement through Steps A through F occur at twelve-month intervals. Advancement from Step F to Step G is after two years.

At the discretion of the Police Chief, an employee with at least two (2) years prior experience as a police officer may be paid at Step B of the above salary schedule upon successful completion of the probationary period.

Thereafter, the employee shall advance through the steps in accordance with the Collective Bargaining Agreement. At the discretion of the Police Chief, a higher starting salary may be available with qualifying year of experience.

Tuition Reimbursement

The Village of Western Springs employees are encouraged to enroll in college or university courses which are designed to improve job skills. Where a course is directly and immediately related to the employee's work responsibilities and the Village will receive a significant benefit, the employee may qualify for 100% tuition reimbursement upon satisfactorily completing the course. Reimbursement is limited to \$4,000 per employee per fiscal year.

Vacation Schedule

Years of Continuous Service with the WSPD	Bi-weekly hours earned	Total hours/year
Hire through 6 years	6.15	160
7 through 12 years	7.69	200
13 year and beyond	9.23	240

The foregoing number of vacation days includes holidays and shall be in lieu of time off for holidays and holiday pay. Vacation for new hires will be accrued at 3.08 hours per period.

Holidays

An officer who is required to work on one of the following holidays will be paid 1-1/2 times their regular straight-time hourly rate of pay for all hours actually worked on a holiday. Holiday time for new hires will be accrued at 3.08 hours per paid period.

New Year's Day	Thanksgiving Day
President's Day	Friday after Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	Martin Luther King Day

Personal day

Each officer receives two non-accumulative personal days (17 hours) for use during the following calendar year.

Sick leave policy

An officer is granted one day of sick leave of each full calendar month of employment. The number of accrued sick leave days shall not exceed 240 days at any one time.

Uniform allowance

New officers are provided all uniforms including leather equipment. The department provides the officer's star, hat shield, weapon, and body armor. Officers are allotted \$600 annually as a uniform allowance (pro rata if employed less than a year). Officers are required to submit valid vouchers/receipts for purchase of appropriate uniform items.

Bereavement leave

An officer may be granted a bereavement leave of absence of up to three (3) days without loss of pay in cases of death of a member of the officer's family. The purpose of such leave shall be to attend the funeral (including making arrangements for the funeral).

Insurance program

The Village provides for participation in the Village's Group Hospitalization and Major Medical Insurance Program, PPO, or an HMO. Employees are required to contribute the following amount for the Gross Monthly Employee Contribution:

- Single 10%
- Family 20%

This amount is deducted from the employee's paycheck.

Term life insurance

Each officer is provided with term life insurance coverage in a dollar amount equal to the officer's salary, up to \$50,000.

Pension plan

Officers are required to complete a separate application to the Village of Western Springs Police Pension Board for acceptance into the Police Pension. Officers may qualify for a pension after 55 years of age under the TIER 2 Pension formula for those employed on or after January 1, 2011.

Professionalism-Integrity-Pride-Service-Dedication



**Village of Western Springs Police Department Lateral
Hire Police Officer Application for Employment**

Date Received: _____
Initials: _____

**COMPLETE THE FOLLOWING APPLICATION. ATTACH ALL REQUIRED FORMS & DOCUMENTS
BY THE APPLICATION DEADLINE. SUBMIT TO THIS EMAIL ADDRESS: jobs@wsprings.com
Applications accepted through **Friday, March 8, 2024, 5:00 p.m.****

Name: _____

Address – City – State– Zip: _____

Best Phone Number to Contact You: _____

Email Address (required for correspondence): _____

Authorized to work in the United States under federal law? YES ☐ NO ☐

Are you qualified to work under the federal Deferred Action for Childhood Arrivals (DACA) for deferred immigration actions. YES ☐ NO ☐

Do you have a valid driver's license? YES ☐ NO ☐

Attach a photocopy of your Driver's License Are you certified as a full time Law Enforcement Officer?

List the state where certification was completed: _____

**Attach photocopy of certificate issued by the respective state law enforcement training board
verifying completion of Law Enforcement Basic Training Course**

Attach a resume to application to supplement employment information.

Do you hold a valid Firearms Owners ID [FOID] card? YES ☐ NO ☐

Number: _____ Expiration: _____ **Attach a photocopy of your FOID Card**

EDUCATION

High School Name and City & State: _____

Diploma or GED Certificate? **Attach a photocopy of your diploma/certificate** YES ☐ NO ☐

College / University Education:

School Name, City & State: _____

Major / Curriculum: _____ Credit Hours Completed or Degree Earned: _____

School Name, City & State: _____

Credit Hours Completed or Degree Earned: _____

Major / Curriculum **Attach a photocopy of college transcripts and any training certificates.**

List any training, skills, professional licenses, or certificates that you have that pertain to the position for which you are applying.



**Village of Western Springs Police Department Lateral
Hire Police Officer Application for Employment**

Date Received: _____
Initials: _____

PERSONAL HISTORY INFORMATION

You are not required to disclose juvenile records or criminal history records that have been sealed, impounded, or expunged.

List all names or aliases you have used, or have been known by _____

Date of Birth: _____

Driver's License Number: _____ State: _____ Expiration Date: _____

List all states where you have held a driver's license: _____

Has your license ever been suspended or revoked, or have you been issued a judicial driving permit. *YES ☐ NO ☐

Have you ever been placed on probation? *YES ☐ NO ☐

Have you ever been the respondent or named in an order of protection in any state? *YES ☐ NO ☐

*** EXPLANATION** of any "YES" responses or additional details (attach additional sheet if necessary):

Have you ever been involved in any type of domestic dispute where the police were called? *YES ☐ NO ☐

Have you ever engaged in physical violence against someone with whom you were in a relationship? *YES ☐ NO ☐

Have you engaged in any type of physical fight with another individual (outside of authorized law enforcement duties) in the last 5 years? *YES ☐ NO ☐

*** EXPLANATION** of any "YES" responses or additional details (attach additional sheet if necessary):

Date of Offense	Jurisdiction	Type of Offense	Disposition of Case



Village of Western Springs Police Department Lateral
Hire Police Officer Application for Employment

Date Received: _____

Initials: _____

PERSONAL HISTORY INFORMATION, cont.

You are not required to disclose juvenile records or criminal history records that have been sealed, impounded, or expunged.

List all traffic citations received and accidents you have been involved in during the last seven (7) years:

Date of Incident	Jurisdiction	Type of Offense	Disposition of Case

List any / all contact with any police jurisdiction for any other reason(s) [do not list items already indicated in other categories above]:

Date of Contact	Jurisdiction	Reason for Contact

Have you ever engaged in any type of gambling? *YES ☐ NO ☐

Have you ever filed or declared bankrupt? *YES ☐ NO ☐

Have you ever been referred to a collection agency? *YES ☐ NO ☐

Have you ever had your wages garnished, not including qualifies child/ medical support obligations? *YES ☐ NO ☐

If so, how many times? _____ Dates when wages were garnished: _____

Have you ever had your property repossessed? *YES ☐ NO ☐

Have you ever been or are you currently delinquent in paying any debt? *YES ☐ NO ☐

* **EXPLANATION** of any "YES" responses or additional details (attach additional sheet if necessary):



**Village of Western Springs Police Department Lateral
Hire Police Officer Application for Employment**

Date Received: _____

Initials: _____

PERSONAL HISTORY INFORMATION, cont.

You are not required to disclose juvenile records or criminal history records that have been sealed, impounded, or expunged.

How many times **per week** do you consume alcohol? _____ # times per week

How many alcoholic drinks do you consume **per week on average**? _____ # drinks per week

How many times have you been intoxicated in the **last 24 months**? _____ # times in last 24 months

When was the last time you were intoxicated? _____

How many times in your lifetime have you driven a vehicle while intoxicated beyond the legal limit? _____ # times in lifetime

When was the last time you drove a vehicle while intoxicated beyond the legal limit? _____

Have you ever consumed alcohol while working? *YES ☐ NO ☐

Have you ever used marijuana or any other illegal drug? [list drugs used in explanation below] *YES ☐ NO ☐

When was the last time you used marijuana or any other illegal drugs? _____

Have you ever been involved with the sale and/or distribution of any illegal drugs? *YES ☐ NO ☐

Have you ever sniffed, inhaled, or huffed any type of inhalant such as glue, computer duster, or gas for the purpose of getting an effect? *YES ☐ NO ☐

*** EXPLANATION** of any "YES" responses or additional details (attach additional sheet if necessary):

Have you ever used misused or abused prescription drugs? *YES ☐ NO ☐

Have you ever used prescription drugs not prescribed to you? [list drugs in explanation below] *YES ☐ NO ☐

How many times have you used prescription drugs not prescribed to you? _____ # times

When was the last time you used prescription drugs not prescribed to you? _____

Have you ever been involved with the illegal sale and/or distribution of prescription drugs? *YES ☐ NO ☐

*** EXPLANATION** of any "YES" responses or additional details (attach additional sheet if necessary):

Have you ever had any past or present affiliations with any gang, mafia, or organized crime group? *YES ☐ NO ☐

Have you ever had any past or present affiliations with any terrorist, supremacist, or other subversive organization? *YES ☐ NO ☐

*** EXPLANATION** of any "YES" responses or additional details (attach additional sheet if necessary):



**Village of Western Springs Police Department Lateral
Hire Police Officer Application for Employment**

Date Received: _____
Initials: _____

PERSONAL HISTORY INFORMATION, cont.

The Western Springs Police Department has specific appearance policies for its Officers and employees, including but not limited to policies related to tattoos, body art, branding, and body piercing or body alteration / mutilation. Candidates considering employment are to be aware that responses to the questions below in relation to department policies may have a direct impact on eligibility for hiring. Additional personal grooming and uniform standards apply upon hiring.

Do you have any tattoo, body art, or brand that would be visible if wearing a department uniform? *YES ☐ NO ☐

* If yes, please describe:

Do you have any body piercings or alterations that would be visible if wearing a department uniform? *YES ☐ NO ☐

* If yes, please describe:

MILITARY SERVICE

Are you a current member of the U.S. military service, including reserve forces or National Guard? YES ☐ NO ☐

If YES, in what branch of service do you serve? _____

Are you a Veteran of the U.S. military service, including reserve forces or National Guard? YES ☐ NO ☐

If YES, in what branch of service did you serve? _____

Were you Honorably Discharged? **Attach a copy of Military Service Discharge (DD214)** YES ☐ *NO ☐

* **EXPLANATION** in detail, if checked NO

Were you ever convicted at a court-martial? *YES ☐ NO ☐

* **EXPLANATION** in detail, if checked NO

EMPLOYMENT HISTORY

List all employment you have had for the last ten (10) years in chronological order. Include military service, unpaid employment (internship / training), volunteer work and periods of unemployment / layoff. Attach additional sheet if necessary.

CURRENT / MOST RECENT:

From Mo/Yr. _____ to Mo/Yr. _____ Full-time _____ Part-time _____

Employer / Company Name: _____

Address – City – State – Zip: _____

Job title / duties: _____



**Village of Western Springs Police Department Lateral
Hire Police Officer Application for Employment**

Date Received: _____
Initials: _____

Supervisor's name / title _____ Phone # _____

Reason for leaving _____

May we contact your current employer? YES ☐ NO ☐

From Mo/Yr. _____ to Mo/Yr. _____ Full-time _____ Part-time _____

Employer / Company Name: _____

Address – City – State – Zip _____

Job title / duties _____

Supervisors name / title _____ Phone # _____

Reason for leaving _____

May we contact your current employer? YES ☐ NO ☐

From Mo/Yr. _____ to Mo/Yr. _____ Full-time _____ Part-time _____

Employer / Company Name _____

Address – City – State – Zip _____

Job title / duties _____

Supervisor's name / title _____ Phone # _____

Reason for leaving _____

May we contact your current employer? YES ☐ NO ☐

EXPLAIN RESPONSES IN SPACE PROVIDED BELOW

Have you ever received discipline during any employment, job position, or volunteer / unpaid position such as oral reprimand, written reprimand, or suspension?

*YES ☐ NO ☐

Have you been discharged or forced to resign from any employment or volunteer / unpaid position (not including layoff)?

*YES ☐ NO ☐

Are you eligible for rehire by all your former employers (assuming there is a job available)?

*YES ☐ NO ☐

Have you ever been found, after investigation, to have used excessive force in the performance of duties as a law enforcement officer?

*YES ☐ NO ☐

Have you ever solicited or accepted a bribe in the performance of duties as a law enforcement officer?

*YES ☐ NO ☐

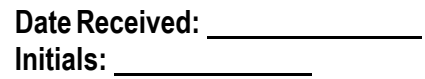
Have you ever been sued or are you currently involved in any lawsuit as a law enforcement officer or related to the performance of duties as a law enforcement officer?

*YES ☐ NO ☐



Initials: _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]



**Village of Western Springs Police Department Lateral
Hire Police Officer Application for Employment**

Date Received: _____
Initials: _____

Page left blank for department use:



**Village of Western Springs Police Department Lateral
Hire Police Officer Application for Employment**

Date Received: _____

Initials: _____

ACKNOWLEDGMENT

Read the following carefully before signing.

Acknowledgment: I, the undersigned, certify that I have read and fully comprehend this application for employment with the Village of Western Springs ("Village") in its entirety. I certify that the information provided on this application for employment and other submitted application materials is true and complete. I understand and agree that any incorrect statement, falsification, misrepresentation, or omission of any information in connection with this application for employment or other submitted application materials, whenever or however discovered, will be sufficient reason not to hire and may result in discharge if hired. In submitting this application, I further understand that it becomes the property of the Village and will not be returned to me.

I understand that submission of an application for employment does not obligate the Village to engage in further review of my application for employment. I understand that nothing in this document constitutes an offer of employment or employment contract and establishes no obligation on the part of the Village to employ me or for me to accept employment with the Village. I understand that any offer of employment, either verbal or written, is conditional upon the successful completion of all stages of the hiring process as outlined in the rules established in the Village of Western Springs Board of Fire and Police Commission.

I authorize investigation into my background, including, but not limited to, all statements contained in this application and any other document(s) submitted in connection therewith and permit the Village of Western Springs or its representatives (including but not limited to officials, employees, appointees, contractors, or agents) to obtain and use all information relating to my previous and current employment, education, military record, credit record, criminal conviction history, personal characteristics and all other information which may bear favorably or unfavorably upon my application for employment made to the Village. I agree to cooperate in such an investigation. I release the Village and its representatives from all liability for any damage that may result.

I authorize my current and/or previous employers, the educational institutions I attended, any other organizations and individuals to disclose information about me on the subjects covered by this application form or related documents to the Village or its representatives. Any individual, educational institution, organization, or business entity is hereby released from any and all liability for any damages, which may arise as a result of providing such information. I also agree to release the Village and its representatives from any and all liability arising from the use of the information obtained through the investigation of my background and any action taken based on such information.

I authorize any employee or representative of the Village to search any and all databases, web-based services, etc. that the Department determines in the course of a pre-employment background investigation. I understand that any information found will not be disclosed to any other person or agency unless authorized and consistent with applicable law. I release the Village and its representatives from any liability or damage that may result from the use of information obtained.

I understand it is the policy of the Village that the results of any examination or other inquiries made as part of any testing, background and/or screening process are the property of the Village, and, as such, the Village is under no obligation to share the results of any examination or other inquiries with me, unless specifically required to do so by state or federal law. I further acknowledge that I have fully read this document and am fully aware of the consequences thereof. Being so informed, I knowingly and voluntarily execute this release. A duplicate of this form shall carry the same force as the original. This document is effective for two years from date signed.

Printed Name _____

Signature _____ *Date* _____



The Western Springs Police Department collects the following information to evaluate its recruitment practices. Disclosure of information is on a voluntary basis. The information disclosed is confidential and will be maintained separately from your employment application. Submission or non-submission of this form shall not be used as a factor concerning eligibility for employment. This information is used in our recruiting efforts to continue to find ways to reach possible applicants.

Position applied for: LATERAL POLICE OFFICER

Recruitment Date: _____

Name _____

Gender: Identify as _____

Ethnicity and Race

☐ Hispanic or Latino

Non-Hispanic or Latino:

☐ American Indian / Native Alaskan

☐ Asia

☐ Native Hawaiian or Pacific Islander

☐ Black or African American

☐ White

☐ Two or More Races (non-Hispanic or Latino)

How did you *FIRST* learn of this opportunity?

☐ The Blue Line website posting

☐ Village of Western Springs posting (website, Facebook)

☐ Informed by a current Village of Western Springs/Western Springs PD employee

☐ Informed by a co-worker in another Police Department/municipality

☐ Informed by a friend or a relative

☐ Other referral source – please indicate _____

VILLAGE OF WESTERN SPRINGS
AN AGREEMENT IN REGARD TO
REIMBURSEMENT OF POLICE OFFICER OR FIREFIGHTER
TRAINING, CERTIFICATION AND EQUIPMENT COSTS

WHEREAS, the applicant identified below (the "Applicant") desires to occupy the position of **police officer or firefighter (circle one)** with the **Western Springs Police Department (Department of Law Enforcement Services) or the Western Springs Fire Department (Department of Fire and Emergency Medical Services) (circle one)** (collectively referred to as the "Department"); and

WHEREAS, if hired as a police officer or firefighter, the Applicant understands that he or she will be required to undergo significant training, which may include but not be limited to successful completion of the basic training course and subsequent field training ("Training"), some of which Training is paid for by the Village of Western Springs (the "Village"). In addition, the Village pays for certain equipment, clothing and gear (e.g., firefighter turn-out gear) for use as part of being employed by the Department ("Equipment"); and

WHEREAS, the Applicant acknowledges that, if he or she is hired, the Village and the Department will incur substantial expenses in the process of Training him or her to be a police officer or firefighter and in purchasing the Equipment; and

WHEREAS, it is acknowledged by the Applicant that this Agreement is not an offer of employment or a commitment to hire, but a recognition that, if hired by the Village, these Training and Equipment expenditures are expected to be recaptured through the employment services provided by the Applicant to the Department after completion of said Training, and that the Village and the Department will suffer substantial financial detriment and loss if the undersigned should take employment elsewhere during a period of time for three (3) years following completion of all required Training and the purchase of new Equipment.

NOW, THEREFORE, in consideration of my Training and Equipment costs being paid for by the Village, in the event that I am selected to be hired by the Village, and the mutual promises and other good and valuable consideration mentioned below, the receipt and sufficiency of which are acknowledged by the parties, I agree as follows:

1. Reimbursement Obligation If Hired By the Village. In consideration of the agreement of the Village of Western Springs Police Department or Fire Department to provide me with formal police or fire training at a training academy or facility and other field training, and the purchase of

certain Equipment for me at the Department's expense after being hired by the Village, I, _____, agree that, in the event my employment with the Department ceases within thirty-six (36) months from commencement of full-time service as a certified police officer or firefighter subsequent to completion of all Training required by the Department for an entry level position, due to any cause other than my termination by the Department or discontinuance of employment due to injury or illness resulting in my inability to perform the normal duties of the position held by me at the commencement of such injury or illness, I will reimburse the Department for all expenses incurred in connection with my Training and Village-provided Equipment in accordance with the provisions of this Agreement.

2. Calculation of Reimbursement Obligation. The reimbursement obligation shall consist of the sum of all amounts expended by the Department in connection with the Training and Equipment costs paid on behalf of the Applicant.

The Applicant agrees that the actual reimbursement obligation will be determined by the Department, based upon actual expenditures and/or reasonable estimates thereof in the event actual expenditures cannot be documented through a reasonable effort. The Department agrees not to include in its calculation of the actual reimbursement obligation any sums previously received from any State or federal agency as reimbursement for Training expenses or Equipment expenses incurred on my behalf. In addition, to the extent that I pay for or contribute funds toward any shared costs of such Training and Equipment, the Village will provide the appropriate credit to account for my payment of or contribution towards such Training and Equipment costs.

3. Credit for Continuous Employment. Credit for services rendered will be given against the reimbursement obligation at the rate of one-sixth (1/6th) of the total reimbursement obligation for each twenty-six (26) weeks of continuous full-time employment subsequent to completion of the field training for an entry level position. Any absence from work due to illness, injury or other cause for a period of greater than two (2) weeks shall be excluded from the period of service for which credit will be given. However, all absences related to any injury sustained in the line of duty shall not be excluded.

4. Terms of Repayment. Complete payment of the reimbursement obligation shall be made within twenty-four (24) months of cessation of employment with the Village, in monthly installments of no less than one-twenty-fourth (1/24th) of the total reimbursement obligation, commencing on the first (1st) day of the month following the month during which the cessation of employment occurs, and payable on or before the first (1st) day of each month thereafter. The Village may apply any sums due to the Applicant as wages at the time said Applicant's

reimbursement obligation first becomes due and owing. The Applicant agrees that, in the event of his/her failure to make any payment required pursuant to this Agreement in a timely manner, the total amount of the reimbursement obligation then remaining unpaid shall immediately become due and payable. The Applicant further agrees that, in the event the Department incurs legal fees or other costs of collection in an effort to collect any delinquent sums owing pursuant to this Agreement, the Applicant will pay such expenses in addition to the portion of the reimbursement obligation then due, as well as interest on any unpaid amount at the rate of one percent (1%) per month.

5. Acknowledgment of Receipt/Waiver of Right to Independent Legal Advice.

understand that I have the right to have this document examined by an attorney of my choosing, and to discuss its terms with my attorney prior to signing it.

Sign initials on one of the lines below as acceptable:

_____ I fully understand the nature and terms of the binding reimbursement obligation created by this Agreement and have chosen to waive my right to consult an attorney.

_____ I have consulted an attorney regarding this Agreement and received his/her explanation of its terms, as evidenced by the attorney's signature below.

[If you have checked the box preceding this paragraph, have your attorney sign below.]

_____ Date

Name: _____
Attorney

Dated this _____ day of _____, 20 _____.

Name: _____

ACKNOWLEDGMENT

STATE OF ILLINOIS)
)SS
COUNTY OF COOK)

On this day, _____, the Applicant, personally appeared before me, is known by me to be the individual described as the Applicant, and is the person who executed the above and foregoing instrument, and acknowledged that he/she signed the same as his/her free and voluntary act and deed for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this ____ day of _____, 20__.

Notary Public

Checklist of Required Documents to be Submitted with Lateral Police Officer Application:

- Application, signed
- Training board certificate of law enforcement basic training
- Resume
- Driver's license
- FOID card
- H.S. Diploma and/or College transcripts
- Training certificates/proof of training
- Reimbursement agreement, signed and notarized
- DD214 for Military Veterans
- References: 3 professional, 3 coworkers, and 3 family