

Village of Lakemoor Police Department



Police Officer Application Packet

**Lakemoor Police Department
28581 IL Route 120
Lakemoor, IL 60051
www.lakemoor.net**



LAKEMOOR POLICE DEPARTMENT EMPLOYMENT APPLICATION

DUTIES OF PATROL OFFICERS

Village of Lakemoor, Illinois

General

Patrol officers are responsible for performing a variety of duties related to the protection of life and property, enforcement of criminal and traffic laws and village ordinances, prevention of crime, preservation of the public peace, and the apprehension of violators of the law. They will perform these duties as prescribed in the Department general and special orders, as directed by supervisors, and in compliance with the rules and regulations of the Department and the Law Enforcement Code of Ethics.

Specific

In addition to this and the general and individual responsibilities of all members and employees, patrol officers are specifically responsible for the following:

1. Reporting for Duty – Patrol officers shall report promptly at the designated hour and place, in proper uniform for assignment and inspection. Patrol officers shall listen attentively to orders and instruction of superior officers and read such materials as are made available to him or her. They shall make written memoranda of such information as necessary and shall immediately proceed with patrol duty upon completion of these tasks.
2. Police Mission – Patrol officers are responsible for the accomplishment of the police mission. Officers shall constantly be alert for violations of the law and shall make every effort to prevent breaches of the peace and offenses against persons and property. Officers shall be held accountable for crime, traffic crashes, disorders, and other criminal conditions that come or should become to the attention of the officers.
3. Familiarization – Patrol officers shall be thoroughly familiar with the Village of Lakemoor, the rules and regulations, general and special orders, and policies and procedures of the Department. To this end, officers shall direct any question regarding the above to a superior officer and shall continue to do so until the question is properly answered.
4. Complaint Action – Patrol officers shall carefully investigate all complaints which come to their attention. Suitable action shall be taken in such cases and interested parties shall be suitably informed of the laws relative to the particular complaint or incident.
5. Preliminary Investigation – Patrol officers are responsible for preliminary investigation of all crimes. At the scene of major crimes, subject to direction of higher Department authority, the first officer at the scene, after it has been established that the perpetrator is no longer present, will begin the preliminary investigation.
6. Miscellaneous – Patrol officers shall take cognizance of and shall report all leaking water pipes, gas mains or sewers, all street/traffic lights that are defective, and all traffic signs, U.S. mailboxes, and power/telephone lines that are in need of repair. Any defect of public service installations or any dangerous conditions of streets, sidewalks, village property, or other property likely to prove dangerous to the public shall be immediately reported to a superior as shall the presence of any litter, garbage, ashes, dead animals, or other offensive matter found in public.

Nothing in the Section shall be construed as limiting the authority of the Chief of Police and/or Deputy Chief who, by the organizational chart of the Department, is the superior of the Sergeant, from assigning such functions/responsibilities as are necessary to establish/maintain maximum Departmental efficiency/effectiveness.



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PACKET INSTRUCTIONS

You will be required to furnish the Board of Fire and Police Commissioners with the following when turning in your application packet:

Completed Application/Information Sheet

Sign and date your Application/Information

Sign the Consent and Release for Background Investigation form

Copy of birth certificate

Copy of driver's license

Copy of college/university transcripts

Copy of Certificate & Military DD214 form (if applicable)

Applications for all positions are not rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process.

Direct any questions to the Lakemoor Police Department at 815-385-4111.



LAKEMOOR POLICE DEPARTMENT EMPLOYMENT APPLICATION

FIRE AND POLICE COMMISSION
VILLAGE OF LAKEMOOR POLICE DEPARTMENT
 28581 IL Route 120
 Lakemoor, IL 60051

Information Sheet
Equal Employment Opportunity Statement

The Village of Lakemoor considers all people for employment without regard to race, color, religion, gender, age, physical disability, national origin, or any other legally protected status, in accord with all applicable legal requirements.

INSTRUCTIONS: Read all of the following pages thoroughly before providing the requested information. TYPE or PRINT in INK all information requested. False, inaccurate, or incomplete information may subject you to disqualification or dismissal from the process. All statements in your application are subject to verification. If writing space provided is inadequate, use a continuation sheet at the end of this application and identify additional information by question number. Use the term "DNA" (does not apply) if the question does not apply.

1. Last Name		First Name		Middle Name		2. Cell Phone	
3. List other names or aliases previously used (incl maiden name if applicable)						4. Work Phone	
5. Home Address Including City, State, and Zip						6. Social Security Number	
7. Place of Birth (City and State)				8. Date of Birth		9. U.S. Citizen YES No	
10. Do you have a driver's license? YES NO		11. Driver's License Number				12. State of Issue	
13. Do you have any relatives who are employed by the Village? YES NO		14. If yes, list the names and relationship.					
15. Are you fluent in any other languages? If yes, list languages.							



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List your addresses for the last 10 years starting with your present address.		
From	To	Address (Include City, State and Zip.)

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Education, Training, and Experience

16. Name of High School		17. Location of High School (City and State)	
From	To	18. Did you graduate from high school or obtain a GED certificate?	
19. List below all colleges and universities attended. (Include junior colleges.)			
College		City and State	
From	To	Major and Minor	Degree
College		City and State	
From	To	Major and Minor	Degree
College		City and State	
From	To	Major and Minor	Degree

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20. List below other education including trade schools and special institutions.

School	City and State
From To	Type of Course or Program
School	City and State
From To	Type of Course or Program

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

22. Were you ever expelled or suspended from any school? YES NO	23. If yes, explain:	
24. Have you ever had a driver's license in another state? YES NO	25. If yes, indicate the state:	26. Driver's License Number
27. Have you ever obtained a driver's license under any other name? YES NO	28. If yes, explain in detail:	
29. Has your driver's license ever been suspended or revoked? YES NO	30. If yes, explain in detail:	

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31. Have you ever been convicted of any of the following?

Involuntary Manslaughter/Reckless Homicide

Driving Under the Influence of Alcohol

Reckless Driving

Leaving the Scene of an Accident Involving Property Damage, Injury, or Death

Fleeing or Eluding a Police Officer

Driving While Driver's License is Suspended or Revoked

32. If you answered yes to any of the above, please provide detailed information which explains the date(s), location(s), and nature of each incident.

33. Have you ever been Placed Under Arrest and/or Convicted of a Felony?

YES NO

34. If you answered yes, please provide detailed information which explains the date(s), location(s), and nature of each incident.

35. Have you ever been placed on probation?

YES NO

36. If yes, explain:

37. Have you ever paid a fine in excess of \$500.00?

YES NO

38. If yes, explain:

39. Have you served in any military organization in the US? YES NO	40. Branch	41. Serv Serial Number	42. Highest Rank Held		
43. Date of Entry to Active Duty	44. Give location of Entry to Active Duty (City and State)				
45. List Periods of Active Service					
46. From Date To Date		47. From Date To Date			
48. What type of discharge did you receive?	49. Explain Circumstances Other than Honorable.				
50. Were you ever charged or convicted at a Court-Martial? YES NO	51. If you answered yes, please provide detailed information which explains the dates(s), location(s), and nature of each incident.				
52. Are you now or have you even been a member of any Branch of the U.S. Reserve Forces? YES NO		If yes, explain:	Branch	Unit	Rank
53. Are you now or have you ever been a member of the National Guard? YES NO	If yes, indicate state:		Regiment Unit		
From To	Rank	Type of Discharge			
54. List any disciplinary action taken against you in the National Guard or Reserve Unit.					



55. List your previous three (3) employers. Begin with your current or most recent employer.

1. Employer's Name		Type of Business	
Address		City	State ZIP
Name and Title of Supervisor	Phone	From Date	To Date
Position and Duties	Salary Per Month	Reason for Leaving	
2. Employer's Name		Type of Business	
Address		City	State ZIP
Name and Title of Supervisor	Phone	From Date	To Date
Position and Duties	Salary Per Month	Reason for Leaving	
3. Employer's Name		Type of Business	
Address		City	State ZIP
Name and Title of Supervisor	Phone	From Date	To Date
Position and Duties	Salary Per Month	Reason for Leaving	
56. Indicate by number any of the above employers whom you DO NOT wish us to contact:			

57. Have you ever submitted an application for employment with another police department? YES NO				
Agency	Position on List	Application date	Status	
Agency	Position on List	Application date	Status	
Agency	Position on List	Application date	Status	
58. Were you ever put on a civil service list and not hired? YES NO		59. If yes, explain:		
60. Have you ever been a law enforcement officer, firefighter or paramedic or held a similar position? (Circle applicable position(s).) YES NO				
If yes, position:	Agency	From	To	Reason for leaving:
If yes, position:	Agency	From	To	Reason for leaving:
61. Are you a certified Police Officer ☐ EMT ☐ Paramedic ☐ Firefighter				
62. Have you ever received unemployment insurance or other federal, state or local benefits or assistance? YES NO				
Date From	Date To	Kind		Local Office
63. Were you discharged or forced to resign from any job due to misconduct or unsatisfactory service or while under investigation? YES NO				
64. If yes, explain including names and address of employers.				
65. Have you ever been sued?		66. If yes, explain:		

67. List the names of three (3) persons not related to you and not former employers who have known you for some time. Local references are preferable to those from outside the state. References may be contacted by the Village at any time.

1. Name		Home Phone	Business/Cell Phone
Address	City	State	Zip
			Years Known
Business Address	City	State	Zip
			Occupation / Profession
2. Name		Home Phone	Business/Cell Phone
Address	City	State	Zip
			Years Known
Business Address	City	State	Zip
			Occupation / Profession
3. Name		Home Phone	Business/Cell Phone
Address	City	State	Zip
			Years Known
Business Address	City	State	Zip
			Occupation / Profession



68. List three commercial or business credit references (banks, credit cards, or firms) from which you have borrowed money for any purpose.

Name and address of firm	Type of business	Misc
Name and address of firm	Type of business	Misc
Name and address of firm	Type of business	Misc

69. List all outstanding debts you have at this time.

Amount of original debt	Amount now owed	Owed to (company name and address)
Amount of original debt	Amount now owed	Owed to (company name and address)
Amount of original debt	Amount now owed	Owed to (company name and address)
Amount of original debt	Amount now owed	Owed to (company name and address)
Amount of original debt	Amount now owed	Owed to (company name and address)

I hereby certify that there are no willful misrepresentations in, or falsifications of, the above statements and answers to questions. I am aware that should an investigation disclose such misrepresentation or falsification, my application will be rejected or I may subsequently be removed from employment if hired, and that I will be disqualified from applying in the future for any position with the Village of Lakemoor.

Signature of Applicant

Date

Application Received By
LAKEMOOR POLICE DEPARTMENT EMPLOYMENT APPLICATION

Date



Please state your reasons for seeking the position of police officer. What do you believe to be your qualifications for this position? Note: PRINT YOUR RESPONSE - Minimum 100 words



**THIS FORM MUST BE FILLED OUT WHEN
APPLICATION IS RETURNED**

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 Village of Lakemoor Police Department (hereinafter “employer”), 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 _____ with the requesting law enforcement agency.

Mandatory Background Investigation:

I authorize the employer and/or their designated contractor to conduct a background investigation of me, which shall include, but shall not be limited to:

- (1) a review of my complete employment history
- (2) a review of my complete criminal history
- (3) a review of driving records
- (4) a background check with the Department of Children and Family Services
- (5) interviews with my personal references
- (6) a review of all internal investigation files from any previous employers
- (7) a verification of academic credentials and licenses and/or disciplinary actions
- (8) a review of my military service history, if any
- (9) a review of the Illinois Law Enforcement Training and 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



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and medical evaluation, or any combination of those examinations or tests, as determined by the employer.

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 with my former employers, and I waive any rights to enforce any prior confidentiality agreement against my former employers 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 employer 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.

Signature

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

Name: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Date of Birth: _____ Social Security Number: _____

Telephone: _____ Cell phone: _____

Signature of Applicant: _____ Date: _____