



## POLICE OFFICER APPLICANT FACT SHEET

The following information is supplied in an effort to inform you about the Village of Bartlett and its Police Department. The information contained herein is not intended to constitute an offer of employment nor is it a guarantee of benefits. Some items contained herein are subject to change without notice. If you have any specific questions on any of these items, or about the Village of Bartlett, please feel free to contact the Bartlett Police Department at (630) 837-0846.

All appointments to the Police Department (with the exception of Chief of Police, Deputy Chiefs, Commanders and civilian personnel) are made by a three member Board of Fire and Police Commissioners who are appointed by the Village President and the Board of Trustees.

Citizenship	At the time of employment, applicant must be a citizen of the United States.
Age	Applicants must be over 21 years of age and under 35 years of age, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Fire and Police Commissioners Act.
Driver's License	At the time of employment, applicant must be legally eligible to operate a motor vehicle in the State of Illinois.
Orientation	All applicants must attend a mandatory orientation meeting.
Written Examination	All applicants must take a written examination.
Oral Interviews	Applicants selected by the Fire and Police Commission must undergo an oral interview process.
Selection Timeline	A list of eligible candidates will be compiled and distributed approximately three months following the oral interviews.
Physical Health	All applicants who are given a conditional offer of employment must undergo a physical examination and visual examination by a doctor who has been selected by the Fire and Police Commission.
Psychological	All applicants who are given a conditional offer of employment must undergo a psychological examination by a psychologist or psychiatrist who has been selected by the Fire and Police Commission. This report is confidential, and the applicant does not have the right of access to it.
Character	Applicant must be of good character, must not have been convicted of any crimes or guilty of infamous or notoriously disgraceful conduct as described in Illinois Compiled Statutes, 65 ILCS 10-2.1-6. Prior to being given a conditional offer of employment, applicants must successfully complete a background investigation.
Education	Applicant must possess a high school diploma, GED, or a high school proficiency exam certificate.
Physical Agility	All applicants who are given a conditional offer of employment must be able to successfully pass the State of Illinois Power Test prior to admission into the Police Academy
Polygraph Exam	All applicants must complete a pre-employment polygraph exam. Areas covered will include honesty regarding elements of your application, convictions, illegal substance use or abuse, criminal activity, gang affiliation, and domestic violence.



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Training	Once hired, recruits begin a probationary period which is normally eighteen (18) months in duration, but which can be extended to twenty-four (24) months, and they are sent to a State Certified Training Academy for the Basic Law Enforcement Course. In accordance with state law, each recruit must successfully pass the State Certification Test. Once passing the state certification course, the recruit will be assigned to a specially trained Field Training Officer for additional training.
Work Schedule	Normally, Police Officers work an average of forty (40) hours per week, for a total of 2,080 hours per year. In the Patrol Section, there two 12-hour shifts per week.
Benefits	The Village of Bartlett offers a comprehensive benefit package for the employee and his/her dependents, including sick leave, hospitalization, life insurance and dental insurance. Vacation and holiday benefits are also provided.
Deferred Comp	Village of Bartlett employees may participate in a deferred compensation plan.
Police Pension	All sworn Police Officers are eligible to participate in the Police Pension Fund. The officer must make a written application to the Pension Board to participate. The Police Pension Board will make a decision on whether to accept or reject the application, based on the criteria provided in the Illinois Compiled Statutes.
Voluntary Retirement	Police Officers are eligible to retire from the Police Department at age fifty (50), with twenty (20) years of service with the Department.
Uniforms	Personnel, on initial hiring to the Police Department, are issued initial uniforms and equipment in lieu of receiving a Uniform Allowance. Officers are required to purchase their own firearms. Each year thereafter, officers receive a uniform allowance, the amount of which is determined by the Collective Bargaining Agreement.
Appearance	All employees are expected to present a professional appearance and adhere to standards of good personal hygiene and grooming while on duty. Body piercing, other than ear piercing, must not be visible. Visible tattoos and brands are prohibited for all employees while wearing the uniform of the day. Tattoos must be naturally covered by the uniform of the day without additional bandages, makeup or clothing. Male officers hair will be neatly groomed and will not hang over the shirt collar. Sideburns shall be worn neatly trimmed with the base clean shaven in a horizontal line not extending below the center of the ears. The face will be clean-shaven with the exception of sideburns and short, neatly-trimmed mustaches. Female officers hair will be neatly groomed and styled so that it does not extend below the top of the shoulders when loosely worn. Bangs will not extend below the eyebrow. Hair longer than shoulder length will be neatly secured away from the face.
Wage/Salary	As of November 1, 2011, the starting pay for a Police Officer is \$56,961. Employees are paid bi-weekly on Fridays, with twenty-six pay periods per year.
Education	The Village of Bartlett reimburses employees for college level courses that are taken in pursuit of a college level degree, while employed. The rate of reimbursement is dependent on the type of course taken, relation to the employee's position and grade.
Holidays/Vacation	Employees are eligible for both vacation and holidays, which include personal days.

**THE VILLAGE OF BARTLETT IS AN EQUAL OPPORTUNITY EMPLOYER**