



NOW HIRING

Entry Level and Lateral Transfer Police Officers



The Matteson Police Department serves the community with a staff of 41 sworn officers and 16 civilian employees. The Police Administration oversees operations conducted by a Patrol Division, Investigations Division, Records Division and a Crime Prevention/Community Policing Bureau. Members of the Investigations Division also participate with the South Suburban Major Crimes Task Force, an organization of Investigators from various agencies throughout the Chicago suburbs who, along with the Cook County Sheriff's Police and the Illinois State Police, combine resources to investigate crimes of violence. We handle everything from Financial Crimes, Drug Investigations, Burglaries, etc.

Members of the Matteson Police Department also receive specialized training in various aspects of law enforcement with assignments including, but not limited to:

- > Tactical Officer / Plain Clothes
- > Bicycle Officer
- > Juvenile Officer
- > K-9 Officer
- > Evidence Technician
- > S.S.E.R.T. (South Suburban Emergency Response Team)
- > S.M.A.R.T (Suburban Major Accident Reconstruction Team)
- > S.R.O. (School Resource Officer)
- > Field Training Officer (F.T.O.)
- > Range Officer / Firearms Instructor

EMPLOYMENT REQUIREMENT

- ✓ **Citizenship:** Candidate must be a citizen of the United States.
- ✓ **Age:** May be 20 years of age at the time of the test; however, must be 21 at the time of appointment.
- ✓ **Height & Weight:** Must be comparable for overall size and body structure.
- ✓ **Physical Conditions:** Demonstrate a physical agility and muscular coordination, pass a rigid physical exam and test for drug use.
- ✓ **Character:** Must be of good moral character and temperate habits. Psychological testing and polygraph examination required for final applicants.
- ✓ **Education:** High School diploma or G.E.D. at the time of Testing.
- ✓ **Residency:** Employees have 24 months to obtain radius residency.

The Village of Matteson allows applicants to apply and take the written test for the position of Police Officer on an on-going basis, however the closing date for this posting is **Monday, October 7, 2019**. We are accepting applications for both Entry Level Officers and Lateral Transfers. **THERE IS NO APPLICATION FEE.**

1. To complete the Village of Matteson Police Officer **application**, scroll to the next page. Completed applications and supporting documents should be submitted to or dropped off at:

Village of Matteson

Attn: Human Resources
4900 Village Commons
Matteson, IL 60443

You can also submit your application and supporting documents via e-mail to jlperry@villageofmatteson.org (documents must be saved to a file and attached before sending).

2. For **testing** information and to sign-up, go to National Testing Network at:
<https://www.nationaltestingnetwork.com/publicsafetyjobs/>
 - Click on “Find Jobs” at the top of the page and select “Law Enforcement Jobs”
 - Scroll down to “Illinois” The Village of Matteson Police Department
 - Select “Entry Level Officer” or “Lateral Police Officer” to be taken to the Job Information page.
 - Once on the Job Information page:
 - ✓ There is a link to the Village of Matteson Police Officer Application which **must be completed and submitted by October 7, 2019**
 - ✓ There is a link to the details of the Hiring Process
3. Candidates must provide proof of a current valid Peace Officer Wellness Evaluation Report (POWER) Test Card (“POWER Card”) at the time of application. Submitted POWER Test Cards must be dated within six (6) months of the time of application.

For information on POWER tests, you may contact NIPSTA (<https://www.nipsta.org/202/POWER-Test>), Joliet Community College (<https://www.jjc.edu/about-jjc/places-interest/power-testing>) or Triton College (<https://www.triton.edu/about/dept/academic/school-of-business-and-technology/criminal-justice-administration/power-registration-policy/>)

Note: Out of state candidates must have an equivalent POWER Test Card from your state.



**VILLAGE OF MATTESON
POLICE DEPARTMENT
POLICE OFFICER APPLICATION**

A. APPLICANT IDENTIFICATION – Information provided in this section is used for identification purposes only.

Name: _____
Last
First
Middle

Address: _____
Number
Street

_____ City _____ State _____ Zip

Telephone Number: _____ Email Address: _____

Social Security Number: _____

Are you authorized to work in the United States on an unrestricted basis? _____ Yes _____ No

B. WORK HISTORY – Beginning with your present or most recent job, list all employment since the age 16, including part-time, temporary or seasonal employment. Include all periods of unemployment. Attach extra pages if necessary.

1. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

2. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

3. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

4. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

5. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

6. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

7. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

8. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

9. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

C. EDUCATIONAL HISTORY

<u>High School</u>	<u>City & State</u>	<u>Graduate?</u>	
		<u>Yes</u>	<u>No</u>
_____	_____	___	___
_____	_____	___	___
_____	_____	___	___
_____	_____	___	___

List in chronological order, beginning with your most recent college/university education:

College/University Attended _____

City & State: _____

Major/Minor: _____ Degree received, if any: _____

College/University Attended _____

City & State: _____

Major/Minor: _____ Degree received, if any: _____

College/University Attended _____

City & State: _____

Major/Minor: _____ Degree received, if any: _____

List other schools attended (Trade, Vocational, Business, etc.) ***in chronological order, beginning with your most recent.*** Give name and dates attended, course of study, certificate and any other pertinent information.

D. SPECIAL QUALIFICATIONS & SKILLS

List any special licenses you hold (such as Paramedic, Pilot, Radio Operator, Scuba, etc.), showing licensing authority, original date of issue, and date of expiration.

List any specialized machinery or equipment which you can operate.

If you are fluent in a foreign language, indicate in each area your level of fluency (Excellent, Good, Fair).

<u>Language</u>	<u>Reading</u>	<u>Speaking</u>	<u>Understanding</u>	<u>Writing</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Name _____ Residence Phone: _____

Home Address: _____ Business Phone: _____

City: _____ State: _____ Years known: _____

Business Address: _____ City: _____

State: _____

Name _____ Residence Phone: _____

Home Address: _____ Business Phone: _____

City: _____ State: _____ Years known: _____

Business Address: _____ City: _____

State: _____

F. MEMBERSHIP IN ORGANIZATIONS (Past and/or Present)

<u>Name & Address</u>	<u>Type (Social, Fraternal, Professional etc. Do not include any religious or ethnic affiliations.)</u>	<u>From</u>	<u>To</u>
_____	_____	_____	_____
_____	_____	_____	_____

G. PERSONAL DECLARATIONS

Have you ever made an application for employment with this or any other police agency? ___ Yes ___ No
If yes, give agency, date(s), and status of application.

Are there any incidents in your life or details not mentioned herein which may influence the Fire & Police Commission's evaluation of your suitability for employment as a POLICE OFFICER?

___ Yes ___ No If so, explain _____

H. BACKGROUND INFORMATION – Information provided in this section will only be used for background checks if you are to be offered a position and will not affect your status as an applicant in any manner.

Name: _____

Driver's license number: _____

Height: _____

Weight: _____

Color of eyes: _____

Color of hair: _____

Sex: _____

Race: _____

Date of birth: _____

Place of birth: _____
City County State

Have you ever been arrested, detained by police or summoned into court for anything other than traffic violations?

____ Yes ____ No If yes, complete the following:

<u>Offense Charged</u>	<u>Police Agency City & State</u>	<u>Date</u>	<u>Disposition of Case</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have any religious or other beliefs which would prevent you from fully performing the duties of POLICE OFFICER? (See job description.)

____ Yes ____ No If yes, explain: _____

**FOR STATISTICAL PURPOSES ONLY:
PLEASE TELL US IN WHICH NEWSPAPER/WEBSITE YOU SAW THIS ADVERTISEMENT.**

I. FINANCIAL HISTORY

SOURCE OF INCOME

What is your present salary or wage? _____

Do you have income from any source other than your principal occupation? ___Yes ___No

If yes, how much? _____ How often? _____

The source? _____

Do you own any real estate? ___Yes ___No Value: \$ _____

Location: _____

Do you own any bonds, government or other? ___Yes ___No Value: \$ _____

Do you own any corporate stock? ___Yes ___No Value: \$ _____

Do you have a bank account? ___Yes ___No

Savings: Average Balance: \$ _____

Name and Address of Bank _____

Checking: Average Balance: \$ _____

Name and Address of Bank _____

J. FINANCIAL OBLIGATIONS

Give names and addresses of the individuals, companies, or others to whom you are indebted, and the extent of your debt. Include rent, mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments and other debts and payments. Include account numbers where applicable. If you need additional space, attach a separate sheet of paper.

<u>Type</u>	<u>Name & Address of Creditor</u>	<u>Reason for debt or item Purchased</u>	<u>Account Number</u>	<u>Total Balance</u>	<u>Monthly Payment</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

K. MILITARY RECORD

Have you served in the U.S. Armed Forces? ____ Yes ____ No

Date of Service: From: _____ To: _____ Branch of Service: _____

Unit Designation: _____ Military Service Number: _____

Highest Rank Held: _____

Type of Discharge: _____

Were you ever disciplined while in the Military Service (include court martial, captain's masts, company punishments, etc.)? ____ Yes ____ No

<u>Charge</u>	<u>Agency</u>	<u>Date</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

L. RESIDENCE – List **ALL** addresses where you have lived during the past ten years, beginning with present address. List date by month and year. Attach extra page if necessary.

From	To	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

M. TRAFFIC RECORD

Has your driver's license ever been suspended or revoked? ___ Yes ___ No If yes, give dates, locations and reasons.

List to the best of your memory all traffic citations you have received, excluding parking tickets.

<u>Month & Year</u>	<u>Charge</u>	<u>City & State</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Describe in a brief narrative any traffic accidents in which you have been involved, giving approximate dates and locations.

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am fully aware that any such willful misrepresentations, omissions, or falsifications may be grounds for immediate rejection or termination of employment.

Signature of Applicant

Date

VILLAGE OF MATTESON
POSITION DESCRIPTION

Class Title: Police Officer
Department: Police
Status: Non-Exempt

GENERAL PURPOSE

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED:

Works under the general supervision of a Police Sergeant.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work rotating shifts. Patrol Village streets, parks commercial and residential areas, preserve the peace and enforce the law. Controls vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintain normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County, and Municipal Ordinances.

Responds to emergency radio calls and investigates accidents such as traffic crashes, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interview suspects, witnesses and drivers. Protects crime scenes and preserves evidence. Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Undertakes community-oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.

Coordinates activities with other officers or other Village departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the Village Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigative activities, provide mutual assistance during emergency situations and provides general information about Department activities.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other Village officials in the performance of police operating activities.

Serves as a member of various employee committees.

MINIMUM QUALIFICATIONS

Entry Level

General:

- (a) Must be 21 years or older at the time of employment;
- (b) Must possess a valid State driver's license without record of suspension or revocation in any State;
- (c) Maintain ability to meet Department's physical standards;
- (d) Felony convictions and disqualifying criminal histories are not allowed;
- (e) U.S. citizen;
- (f) Good moral character and of temperate and industrious habits
- (g) Ability to graduate 400-hour basic Illinois Law Enforcement Training
- (h) Ability to pass 18-week Field Training program.

Education and Experience:

- (a) High school diploma or equivalent.

Necessary Knowledge

- (a) Maintain knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- (b) Some skill in operating the tools and equipment listed below; maintain proficient skill levels;

- (c) Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decision; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the Village's geography.

SELECTION GUIDELINES:

Formal application; review of education and experience; appropriate civil service commission testing including written and physical agility test; oral interview; background check; polygraph examination; psychological examination; final selection.

TOOLS AND EQUIPMENT USED

Police vehicle, police radio, radar gun, handgun and other weapons as required, baton, handcuffs and other weapons as required; breathalyzer, first aid equipment, computers, mobile data terminals (MDTs), Taser.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work that is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.