



Des Plaines Police Department Entry- Level Police Officer Application

OPEN POSITIONS ARE AVAILABLE!

Thank you for your interest in the Des Plaines Police Department.

Please be sure to carefully review all application instructions and testing information.

Police Department Application Instructions:

1. Carefully review the minimum requirements on the following page. All requirements must be met by the specified deadline, **Wednesday, April 24, 2024 at 4:00 p.m.** Documents submitted after the application deadline will not be accepted. Applicants who do not meet the minimum requirements by the application deadline will not be allowed to continue participation in the hiring process.
2. Applications can be filled in using the following methods:
 - a. Legibly written in blue or black ink and mailed or dropped off to the address below:

City of Des Plaines Police Department
New Hire Application
1418 Miner St .
Des Plaines, IL 60016
 - b. Using the .PDF fillable form.
 - c. All applications and materials must be submitted via email in .pdf form to hr@desplaines.org. Applications cannot be sent via .jpeg or .png photo. They **will not** be accepted.
 - d. **Please be thorough on your application. Failure to disclose information on your application may result in your removal of the hiring process as determined by the Board of Fire and Police Commission.**
3. Please contact National Testing Network at 206-428-3265 or visit <https://nationaltestingnetwork.com/publicsafetyjobs/index.cfm> with questions regarding the testing process.
4. For questions pertaining to the application and process, please contact the Des Plaines Police Department at 847-391-5410 or email kkozlowski@desplaines.org.

Examination Information:

Interested persons must complete testing at the National Testing Network (NTN) in addition to completing this application. Candidates must complete an examination at the agreed upon time set by NTN **and it must be completed BEFORE the deadline specified above.** If you schedule to complete your exam after the deadline, you will not be considered eligible for this call for applications. All testing protocols set by NTN are to be strictly adhered to by the candidate. Failure to adhere to the testing guidelines will result in an incomplete application.



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Application Deadline: Wednesday, April 24 at 4:00 p.m.

Police Officer Minimum Requirements:

- If you are not already a member, a \$55 non-refundable membership fee to National Testing Network, and/or \$12 to participate in City of Des Plaines examination testing.
- U.S. resident
- High school diploma or equivalent (GED)
- Valid driver's license (valid Illinois driver's license by date of hire)
- 20 to under 35 years of age as of the date of the written exam, but must be 21 prior to appointment, unless otherwise provided by the Rules and Regulations and/or Illinois Statute (e.g., exception for attaining age 35 during military service, exception for certain previous full-time police officer employment)
- No felony convictions
- Residency in Illinois by date of hire
- Must possess a valid POWER test card issued by a licensed agency and dated within six (6) months prior to being called for the background investigation. POWER test cards may be obtained from any of the following agencies:
 - NIPSTA: 2300 Patriot Blvd., Glenview, IL – www.nipsta.org or 847-998-8090
 - Triton College: 2000 5th Ave., River Grove, IL – www.triton.edu/power or 708-456-0300 x3326
 - Joliet Junior College: 1215 Houbolt Rd., Joliet, IL – email: jgraham@jjc.edu or 815-280-2674

Preference Points Information:

A maximum of five (5) points may be claimed for the following categories:

- Education: Associate's degree (1 pt.); Bachelor's degree or higher degree (2 pts.)
- Active Military Service (3 pts.)
- Residency (1 pt.)



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Entry-Level Police Officer Application Checklist
Due: Wednesday, April 24 at 4:00 p.m.
There will be no grace period offered!

Completed Application

COPY of High School Diploma

If you do not have a copy of your high school diploma, please submit a copy of your high school transcripts (showing graduation date) or a signed letter on school letterhead with your name and date of graduation.

COPY of Valid Driver's License

Include copy of both sides only if license bears renewal sticker.

COPY of Birth Record as Proof of Citizenship or Residency

The following documents are accepted as proof of Citizenship or Residency:

- COPY of U.S. County/State issued birth record
- COPY of valid U.S. passport
- COPY of naturalization papers

Residency Materials:

- COPY of Alien Registration Receipt Card ("Green Card"),
 - COPY of Reentry Permit (Form I-132). First issued or renewed; must be valid and unexpired
- Hospital-issued birth certificates are not verifiable, and therefore cannot be accepted.

COPY of Valid Illinois POWER Test Card

Must be dated within six (6) months prior to the background investigation

Consent and Release Agreement Appointment – Schedule an appointment to sign and notarize the Consent and Release Agreements with kkozowski@desplaines.org. Your application is not complete until all the agreements are signed and notarized.

Preference Points Documents (if applicable) due Wednesday, April 24 at 4:00 PM

Preference Point Claim Form (3 pages)

ORIGINAL, OFFICIAL College/University transcripts showing degree earned

COPY of DD-214 (long form) – must show character of discharge

Please be sure to carefully review checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be cause for disqualification. National Testing Network and the City of Des Plaines are not responsible for late, misdirected or incomplete applications. Contact National Testing Network before the application deadline with any questions regarding the application, required documents or testing.



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Law Enforcement Officer Job Description

Tasks

- Patrols specific area on foot or motorized conveyance.
- Maintains order, responds to emergencies, protects people and property, and enforces motor vehicle and criminal law.
- Arrests perpetrators 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 a 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 a 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 and writing 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 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.



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PERSONAL INFORMATION

Last Name: _____

First Name: _____

Middle: _____

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

Present Street Address: _____

Present City: _____

Present State: _____

Present Zip: _____

Present County: _____

Cell Phone: _____

Home Phone (if applicable): _____

Email Address: _____

Social Security Number: _____

Date of Birth:

Age: _____

Place of Birth (include country): _____

Are you authorized to work in the United States? Yes No

Please refer to the job description on page twelve (12) of the application. Can you, with or without a reasonable accommodation, perform the essential functions of the job? Yes No

Have you suffered the amputation of any limb? Yes No



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EDUCATIONAL HISTORY

Please list the schools you have attended and provide all the information requested for each school.

High School(s):

School Name	School Address	Years Completed	Avg. Grade	Graduated? (Y/N)	Dates Attended

College(s):

School Name	School Address	Years Completed	Avg. Grade	Graduated? (Y/N)	Dates Attended

Are you between the ages of twenty (20) and twenty-one (21)? Yes No

As of 4/24/2024, will you have obtained any of the following?

State-certified Law Enforcement Officer	Yes	No
State-certified Corrections Officer	Yes	No
Associate's Degree	Yes	No
Bachelor's Degree	Yes	No
Master's Degree	Yes	No

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



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DRIVING HISTORY

Do you possess a valid Driver's license? Yes No

State of Licensure _____

Licensure Number _____

Date of Expiration _____

As a driver, have you ever been involved in a traffic accident? Yes No

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? Yes No

Have you ever had a driver's or chauffeur's license in any other state? Yes No

Has your license ever been suspended, revoked, or placed on probation? Yes No

RESIDENCES

List your addresses for the last ten (10) years, starting with your present address first

Street Address	City	State	Zip Code	From (MM/YY)	To (MM/YY)



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MILITARY SERVICE

Have you ever served in any branch of the United States Armed Forces? Yes No

Are you now or were you ever a member of the U.S. Reserve Forces? Yes No

Are you now or were you ever a member of the National Guard? Yes No

CRIMINAL HISTORY

Have you ever been **convicted** of a felony? Yes No

Have you ever been **convicted** of any of the following crimes as either misdemeanors or felonies?

Homicide

Manslaughter

Robbery

Burglary

Fraud

Kidnapping

Forgery

Money Laundering

Solicitation of a Child

Criminal Sexual Abuse

Criminal Sexual Assault

Aggravated Criminal Sexual Assault

Aggravated Criminal Sexual Abuse

Adultery

Public Indecency

Prostitution

Soliciting for a Prostitute

Keeping a Place of Prostitution

Patronizing a Prostitute

Pimping

Juvenile Pimping

Exploitation of a Child

Aggravated Assault

Intimidation

Theft

Institutional Vandalism

Mob Action



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CRIMINAL HISTORY CONTINUED

- Obstructing Justice
- Perjury
- Suborning Perjury
- Tampering with Public Records
- Keeping a Gambling Place

FIREARMS OWNERSHIP ID

Do you have or have you ever possessed a valid Firearms Owner Identification Card? Yes No

Card Number _____

Expiration Date _____

EMPLOYMENT HISTORY

Are you currently employed? Yes No

May we contact your present employer? Yes No

Have you ever taken a Civil Service Exam (Police or Fire) Yes No

Are you now on any eligibility lists? Yes No

Were you ever placed on a police or fire eligibility list and not hired? Yes No

If yes, please explain (where and why):

Have you ever been employed as a FULL-TIME firefighter for a municipality? Yes No

Have you ever been employed as a FULL-TIME police officer? Yes No

Have you ever served as an "auxiliary policeman" for at least five (5) years and are you now under the age of forty (40)? Yes No



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EMPLOYMENT HISTORY CONTINUED

Were you ever discharged or asked to resign? Yes No

Are you now or have you ever been engaged in any business as an owner, partner or officer?
Yes No

If yes, please explain:

List all jobs you have held for the last ten (10) years. Please put your present or most recent job first. Be sure to include military service and/or periods of unemployment in sequence.

Employer's Name _____

Type of Business _____

Address/City/State/Zip _____

Name and Title of Supervisor _____

Business Telephone Number _____

Dates of Employment (MM/YY-MM/YY) _____

Title or Position _____

Reason for Leaving _____

May employer be contacted? Yes No

Brief Description of Duties



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Employer's Name _____

Type of Business _____

Address/City/State/Zip _____

Name and Title of Supervisor _____

Business Telephone Number _____

Dates of Employment (MM/YY-MM/YY) _____

Title or Position _____

Reason for Leaving _____

May employer be contacted? Yes No

Brief Description of Duties

Employer's Name _____

Type of Business _____

Address/City/State/Zip _____

Name and Title of Supervisor _____

Business Telephone Number _____

Dates of Employment (MM/YY-MM/YY) _____

Title or Position _____

Reason for Leaving _____

May employer be contacted? Yes No



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Brief Description of Duties

Employer's Name _____

Type of Business _____

Address/City/State/Zip _____

Name and Title of Supervisor _____

Business Telephone Number _____

Dates of Employment (MM/YY-MM/YY) _____

Title or Position _____

Reason for Leaving _____

May employer be contacted? Yes No

Brief Description of Duties

Employer's Name _____

Type of Business _____

Address/City/State/Zip _____

Name and Title of Supervisor _____

Business Telephone Number _____

Dates of Employment (MM/YY-MM/YY) _____



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Title or Position _____

Reason for Leaving _____

May employer be contacted? Yes No

Brief Description of Duties

ACQUAINTANCE/REFERENCES

Please provide the names of five (5) 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.

Full Name	Relationship	Years Known	Full Address	Occupation	Primary Phone



Des Plaines Police Department Entry- Level Police Officer Preference Points

Candidates who achieve a passing score on the written examination are eligible to claim preference points. Preference points cannot be awarded without a formal claim form and supporting documentation. Preference point claim forms and supporting documentation must be submitted with the application by **Wednesday, April 24 at 4:00 PM**. Preference points are offered in the categories listed below, per the Board of Fire and Police Commission Rules.

Residency: Must have been a continuous resident within the corporate limits of Des Plaines for one or more years as of the date of the written examination – 1 Point

Educational Preference: Must have either an Associate's Degree (1 point) or a Bachelor's degree (2 points) from an accredited college/university:

- ORIGINAL, OFFICIAL college/university transcripts showing degree earned required as proof
- Points may be cumulative only if degrees are in different areas of study (ex. Associate's Degree in Sociology and Bachelor's Degree in Accounting).

Military Experience: Must have had at least three years of active duty and honorable discharge from service (if separated) – 3 Points

- DD-214 Member 4 form (long form, including character of discharge) required as proof
- If not separated, please provide documentation detailing dates of active service.



Des Plaines Police Department Entry- Level Police Officer Preference Points

PREFERENCE POINTS FORMAL CLAIM FORM

By submitting and signing this form, I, _____, attest that I am entitled to preference points in the following category/categories:

Residency Preference

Address: _____

Dates of Residency from _____ to _____

Educational Preference

Degree Level and Area of Study: _____

Military Experience Preference

Branch of Service: _____

Unit: _____ Rank: _____

Dates of Service: _____

Date and Character of Discharge: _____



Des Plaines Police Department Entry- Level Police Officer Preference Points

TOTAL POINTS CLAIMED: _____

I have submitted documentation as proof of eligibility for preference points in the aforementioned category/categories. I understand that preference points may only be awarded through the submission of a formal claim and after confirmation of eligibility through the screening of supporting documentation. I attest that the information included on this form is truthful and acknowledge that falsifying any information will result in the forfeiture of preference points and possible dismissal from the employment process.

Signature: _____

Printed Name: _____

Date: _____