CITY OF CRYSTAL LAKE POLICE DEPARTMENT

City of Crystal Lake
An Equal Opportunity Employer
100 W. Woodstock Street
Crystal Lake, IL 60014
Phone: 815.459.2020
www.crystallake.org

LATERAL ENTRY POLICE OFFICER SUPPLEMENTAL APPLICATION

The City of Crystal Lake 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 the ability to perform the essential job functions or any other status or class protected by federal, state, or local law.

The Crystal Lake Police Department bases 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 Crystal Lake Police Department complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the City of Crystal Lake Human Resources Department in advance.

All information contained in or connected with this application will be considered personal and confidential to the extent possible or permitted by law and used only in conjunction with your possible employment by the Crystal Lake Police Department. Please furnish us with the completed information as outlined in this application.

See the **"Required Documents and Application Checklist"** on page 4 in this document for complete application instructions. Please furnish us with complete information as outlined in the online application and this supplemental application. Please complete this fillable document (To save the document, click file, save as, re-name document and print hard copy).

Read every question carefully and answer each question accurately. An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in his/her applications, or examination for 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 City of Crystal Lake.

THIS FORM IS A PART OF THE EXAMINATION PROCESS AND MUST BE COMPLETED IN ITS ENTIRETY and ALL REQUIRED DOCUMENTS MUST BE ATTACHED UPON SUBMISSION.

See the Minimum Requirements and Qualifications.
You will not be considered for the position unless you meet these requirements.

Minimum Requirements and Qualifications

Applicants for lateral entry Police Officer appointments must meet the following minimum qualifications and requirements at the time of application:

- □ United States Citizenship
- □ No Felony Convictions
- □ High School Diploma or Equivalent
- □ Valid Driver's License
- □ Must be a current, full-time sworn Illinois municipal police officer, Illinois state trooper, Illinois County sheriff's deputy, or Illinois Conservation police officer who possesses a State of Illinois law enforcement officer certification by the Illinois Law Enforcement Training and Standards Board or a Federal Agent who has possessed a State of Illinois law enforcement officer certification by the Illinois Law Enforcement Training and Standards Board. (Part-time certification as a law enforcement officer, corrections officer certification, military law enforcement training, or any type of law enforcement officer other than that specified above does not meet this requirement.)
- □ The City of Crystal Lake accepts out-of-state applicants to our team who hold valid certification from another state as a police officer who meet the minimum requirements and qualifications. Once a conditional job offer has been made, the police department Training Coordinator will apply for a waiver from the Illinois Law Enforcement Training and Standards Board under the reciprocity process. A law review course, firearms proficiency course, and state equivalency examination must be completed upon employment.
- □ Must be certified or have the ability to be certified by the Illinois Law Enforcement Training and Standards Board.
- □ Current status as Police Officer or Federal Agent, as outlined above, and currently in good standing in the Police Department or Federal Agency in which the person serves or in laid-off status due to financial restraints only.
- □ Must possess substantially equivalent skills and ability as a current City of Crystal Lake Police Officer who has completed the probationary period, as determined by the City.
- □ Applicant must be 21 years of age, but must not have reached his or her 65th birthday.
- □ Meet Visual Acuity Standards of correctable to 20/20 and shall not be colorblind.
- □ Must be of good moral character, of temperate habits, of sound health, and must be physically able to perform the essential job functions of the position of Police Officer.
- □ Must speak and understand English language sufficient to discharge the duties of Police Officer for the City of Crystal Lake.
- □ Residency within 40 nautical miles of the Municipal Complex upon completion of probationary period.
- □ Completion and submission of an online application and all required documentation (see attached checklist.)

All portions of the testing process are mandatory. Failure to attend and complete any portion of the process will result in elimination from employment consideration. Each phase of the process is pass/fail and required to proceed to the next. A candidate who fails any phase of the process will be disqualified and considered ineligible for hire.

Selection Process

Each phase of the process is pass/fail and required to proceed to the next. Candidates who submit a complete application and meet the minimum qualifications may be invited to participate in an on-site interview. A candidate's placement on any lateral entry eligibility list shall be by alphabetical order of their last name. The Lateral Entry Eligibility List will be maintained indefinitely, in parallel to the Police Officer eligibility list. However, no lateral candidate will maintain eligibility on the lateral entry eligibility list for a period greater than six months. Further participation in our process will take place as vacancies occur. Applicants may be invited to participate in and successfully advance through the following steps:

- □ Oral Interview with representatives of the Police and Human Resources Department
- □ Preliminary Character and Background Investigation
- □ Polygraph Examination
- □ Detailed Character and Background Investigation
- □ Post-offer examinations including but not limited to Psychological Evaluation, Medical Examination, Vision Screening and Drug Screening
- □ All appointments are subject to a probationary period

Any questions concerning the employment process should be directed to:

Julie Meyer, Director of Human Resources
City of Crystal Lake
jmeyer@crystallake.org
(815) 356-3653

REQUIRED DOCUMENTS & APPLICATION CHECKLIST

The following checklist will help ensure you submit all of the required application materials and documentation. The required documents may be uploaded into the on-line application on governmentjobs.com/crystallake at the time of application submission, mailed or dropped off at the City of Crystal Lake Human Resources Department, 100 W. Woodstock Street, Crystal Lake, IL 60014. This form should be submitted with the documentation.

- **Gather the required documentation, (please check those being submitted)**

  - □ Completed Supplemental Application
  - □ Copy of Birth Certificate or Naturalization Papers if born outside of the United States
  - □ Copy of Valid Driver's License
  - □ Certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course
  - □ If certification is outside of Illinois, proof of certified sworn Law Enforcement Officer in good standing
  - □ Copy of High School Diploma or GED
  - □ Copy of College Transcripts, if applicable
  - □ Copy of College Diploma, if applicable
  - □ Copy of DD-214, if applicable
  - □ Resume (optional)
  - □ Complete the basic online employment application (see link below)
  - □ Signed Consent and Release Form
  - □ This checklist with a signature
  - □ Disclosure Form (optional)

- **Complete the basic online employment application at:** https://www.governmentjobs.com/careers/crystallake

  - □ Upload this supplemental application and **all** the required documents into the online application before submittal. (Please note: You cannot go back into the application to add documents once it has been submitted).

  OR

  - □ After completing the basic online employment application, either mail or drop off the completed supplemental application and the required documentation to the City of Crystal Lake, Human Resources, 100 W. Woodstock Street, Crystal Lake, IL 60014

Applicants submitting incorrect or insufficient proof or incomplete applications will be automatically disqualified from employment consideration.

Applications are considered complete when the on-line application has been submitted **AND** the required documents and forms have been either uploaded in the application or submitted to the Human Resources Department.

Applicant Signature_____ Date_____

Internal Use Only

Date and Time Received: _____ Staff Initials:_____

SUPPLEMENTAL APPLICATION

Complete and return the following pages with the required forms and documents.

Name: _____
Last First Middle

Address_____
Number & Street City State Zip

Home Phone Number (____) _____ Cell Phone Number ( ) _____

Email address:_____

Are you a U.S. Citizen? YES☐ NO☐

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

Do you meet the minimum requirements for this position? YES☐ NO☐

Are you certified as a Law Enforcement Officer by the Illinois Law Enforcement Training & Standards Board?

If YES, provide date of certification: _____ YES☐ NO☐

Are you a Certified Law Enforcement Officer in good standing outside of Illinois? YES☐ NO☐

If yes, provide State and Date of Certification: _____

Do you meet the education requirements of this position? YES☐ NO☐

Do you meet the work experience requirements of this position? YES☐ NO☐

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

Number: _____ Expiration: _____

EDUCATION

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

You are not obligated to disclose criminal history records that have been sealed, impounded, or expunged. Candidates are advised that they are not obligated to disclose expunged juvenile records of adjudication or arrest.

List all names or aliases you have used, or have been known by_____

Date of birth_____

Driver's license number_____State_____ Expiration date _____

Have you ever had a driver's license in any other state? YES☐ NO☐ If YES, where?_____

Has your license ever been suspended or revoked, or have you ever been issued a judicial driving permit?

YES☐ NO☐.

If YES, please explain:

Have you ever been convicted of a felony or misdemeanor in any jurisdiction? YES ☐ NO ☐

If YES, provide the following information for all convictions:

Date of Offense	Jurisdiction	Type of Offense	Disposition of Case

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

If YES, explain:_____

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

If YES, explain:_____

Have you ever used marijuana or any other illegal drug? YES ☐ NO ☐

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

If the answer to either of these questions is YES, explain:

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

Date of Incident	Jurisdiction	Type of Offense	Disposition of Case

LIST ALL ADDRESSES FOR THE PAST TEN (10) YEARS IN CHRONOLOGICAL ORDER

Address_____

Number & Street City State Zip Date range

Address_____

Numbers Street City State Zip Date range

Address_____

Numbers Street City State Zip Date range

Address_____

Numbers Street City State Zip Date range

Address_____

Numbers Street City State Zip Date range

EMPLOYMENT HISTORY

Have you ever received formal discipline during your employment as a law enforcement officer, such as written reprimands, suspension, etc.?

YES_____ NO_____

If "YES", please attach a separate sheet with explanation for each incident including the employer's name and dates of occurrence.

Have you ever been discharged or forced to resign from any employment? YES____ NO____

If "YES", please attach a separate sheet with explanation for each incident including the employer's name and date of occurrence.

AREAS of POLICE EXPERIENCE

Describe all duty and specialty assignments in your police career, such as traffic, investigations, narcotics, community relations / crime prevention, training of officers, patrol, administration, public education, or other law enforcement areas. Note the duration of each assignment and where it was held. Please give reasons for transfers or reassignments.

POLICE WORK HISTORY

Do you have full-time police experience in a city, county, or state agency and have you completed the probationary period?

YES_____ NO_____

If yes, please indicate where and dates of service:

Were you given a psychological examination for any police officer position? YES_____ NO_____

If yes, please indicate for which department(s):

Were you given a polygraph for any police officer position? YES___ ___ NO___ ___

If yes, please indicate for which department(s):

Have you had a break of service in your law enforcement career? YES___ ___ NO___ ___

If yes, list dates not in active service, duration of break, and reason for break in service:

Have you ever been certified as a police officer in any other state? YES___ ___ NO___ ___

If yes, where and dates of employment:

Have you ever held part time Police Officer employment? YES___ ___ NO___ ___

If yes, where and dates of employment:

Have you ever held any other professional licenses or certifications? YES___ ___ NO___ ___

If yes, please list:

Describe any information regarding the following areas:

Innovative programs you implemented or recommended:

Commendations and/or special achievements:

Experience using computer software:

Are you able to perform the essential job functions listed therein with or without reasonable accommodation?

YES ☐ NO ☐

If accommodation is needed, please explain:

MILITARY SERVICE

Are you now a member or veteran of the U.S. military service, including reserve forces or National Guard?

YES ☐ NO ☐

If YES, which branch of service have you served in? _____

Date and location _____

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

If YES, explain in detail: _____

_____

Were you Honorably Discharged? _____ YES ☐ NO ☐

If NO, explain in detail:

INTEREST STATEMENT

Please indicate your interest in and qualifications for becoming a police officer with the City of Crystal Lake Police Department:

REFERENCES

Please list five (5) adults not related to you and not former employers, whom you have known for at least three (3) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities. The City of Crystal Lake Police Department or its designee reserves the right to contact the references at any time.

Name_____ Relationship_____

Occupation_____ Number of years acquainted_____

Address_____

Home phone_____ Cell phone_____ Business phone_____

Email address_____

Name_____ Relationship_____

Occupation_____ Number of years acquainted_____

Address_____

Home phone_____ Cell phone_____ Business phone_____

Email address_____

Name_____ Relationship_____

Occupation_____ Number of years acquainted_____

Address_____

Home phone_____ Cell phone_____ Business phone_____

Email address_____

Name_____ Relationship_____

Occupation_____ Number of years acquainted_____

Address_____

Home phone_____ Cell phone_____ Business phone_____

Email address_____

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Address_____

Home phone_____ Cell phone_____ Business phone_____

Email address_____