CITY OF CRYSTAL LAKE
Invites applications for the position of:
Police Officer – Entry Level

The Crystal Lake Police Department is currently accepting applications for the position of Police Officer. Testing is being conducted to fill current full-time Police Officer vacancies and to establish an Eligibility List for future available positions. Applications are available HERE until **Monday, April 14, 2025 at 5:00 p.m. CST**.

Salary Range effective May 1, 2024: $75,088 - $115,689 (7 steps). Currently in negotiations for a successor collective bargaining agreement.

***No Application Fee**

You must meet the following minimum requirements:

- A legal citizen of the United States, or individual legally authorized to work in the United States under federal law, subject to all requirements and limitations of other applicants and the authorization under federal law to obtain, carry, purchase and possess a firearm.
- No Felony Convictions
- High School Diploma or Equivalent
- Valid Driver's License
- Applicant must be 20 years of age at time of application deadline, and UNDER 35 years of age at time of application deadline, except as otherwise determined by State Statute. **Applicants are required to be age 21 by date of hire.**
- Must possess a current and valid NIPSTA POWER Test card issued within 12 months PRIOR to the written exam date (cards considered valid only if issued between 4/14/24 – 4/14/25).
    - Information regarding the POWER test can be obtained by visiting one of the following:
        - McHenry County College (3/15/25)
            - https://www.mchenry.edu/power/
        - Northeastern Illinois Public Safety Training Academy (NIPSTA) (3/5/25 and 4/12/25)
            - https://nipsta.org/201/Police-Officer-Testing-POWER
        - Joliet Junior College (multiple dates)
            - http://www.jjc.edu/about-jjc/facilities/power-testing
- Meet Visual Acuity Standard of correctable to 20/20 and shall not be color blind.
- Residency within 40 nautical miles of the Municipal Complex upon completion of probationary period.

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.

Written Examination Information – Two Dates to Choose From:

Thursday, April 24, 2025 – 6:00 p.m. OR
Saturday, April 26, 2025 – 8:00 a.m.

(attend only one – choose preferred date on application)

Test Location:
City of Crystal Lake
Aaron T. Shepley City Hall
100 W. Woodstock Street, Crystal Lake IL 60014

You are required to arrive at the testing location **no later than 8:00 a.m. or 6:00 p.m. (depending on selected test date)** with photo identification (valid Driver's License or State ID) to sign-in. **NO LATE ADMITTANCE.**

The Crystal Lake Police Department accepts for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, citizenship status, sexual orientation, age, marital status, military status, order of protection status, genetic information, arrest record, physical or mental handicap unrelated to 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 complete information as outlined in this application.

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

Selection Process:

Each phase of the process is pass/fail and required to proceed to the next. **All candidates who successfully pass the written exam will be invited to participate in an on-site interview to be held in May**. An eligibility list of applicants will be established in numerical order based on a minimum passing score on the written examination and oral interview, which we anticipate posting by June. The Eligibility List is valid for a period of two years from the date of certification or until the list is expunged. Further participation in our process will take place as vacancies occur. Applicants will be invited, in rank order, to participate in and successfully advance through the following steps:

- Basic interview with representatives of the Police and Human Resources Department
- Character and background investigation
- Polygraph Examination
- In-depth interview with representatives of the Police and Human Resources Department
- 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.

THE CITY OF CRYSTAL LAKE IS AN EQUAL OPPORTUNITY EMPLOYER