



**Police Officer - Entry Level
Wheeling, Illinois**

POLICE OFFICER ENTRY LEVEL

Application Deadline:

8/09/18 @ 4 PM

Applications and job-related information is available at:

IOS Recruitment (800) 343-HIRE or

<http://recruitment.iosolutions.com/Online-Job-Applications/Police-Job-Applications/>

There is a \$25.00 non-refundable application fee.

**Applications must be hand-delivered or
mailed via traceable carrier:**

IOS Recruitment

Attn: Wheeling PD

1520 Kensington Rd Suite 110

Oak Brook, IL 60523

Business Hours: 08:30 a.m. – 5:00 p.m. M-Th, 8:30 a.m. – 3:00 p.m. Friday

The above-listed community will hold an open, competitive examination to establish lists of persons eligible for appointment to the position of **ENTRY LEVEL POLICE OFFICER**. Testing is being conducted for an **IMMEDIATE NEED TO HIRE TWO (2) Police Officers** and for additional anticipated openings for officers in the near future.

POWER TEST

Candidates interested in applying must successfully complete a POWER TEST on or after August 25, 2017, but before the written exam date, Saturday, August 25, 2018. Candidates taking the POWER test after the application deadline date must either provide a copy of their card to IOS Recruitment upon receipt or bring a copy of their valid POWER TEST card to the orientation and written examination.

The Northeastern Illinois Public Safety Training Academy (NIPSTA) has POWER TESTS scheduled for July 14 & August 18 of 2018. Triton and Joliet Junior College also administer the POWER test and have multiple dates. Please search "Illinois Power card testing" for vendors, testing dates and additional information.

**Candidates MUST attend the MANDATORY Orientation session and WRITTEN
TEST on:**

Saturday, August 25, 2018

Wheeling, IL

The exact testing location will be provided to eligible applicants.

Sign-in will be held from 7:00 AM to 7:30 AM. No one admitted after 7:30 AM.

Candidates must bring a state issued photo ID to sign-in.

**Visit <http://recruitment.iosolutions.com/Online-Job-Applications/Police-Job-Applications/>
for information on minimum requirements, the selection process, duration, and
reapplication.**

M/F EOE

VILLAGE OF WHEELING POLICE OFFICER RECRUITMENT OVERVIEW

The Community: The Village of Wheeling, incorporated in 1894, is located in northern Cook and southern Lake Counties. The village is approximately nine square miles, and has a population of approximately 38,000. The community established itself along the old Chicago-Milwaukee stagecoach route. Location and transportation advantages helped it develop from a farming settlement into a prosperous suburban village. Currently, there are numerous shopping centers, including 350 businesses active with the Chamber of Commerce. Wheeling has a long-standing reputation for its fine eating establishments, and those located along Milwaukee Avenue are in the very well-known Restaurant Row. Approximately one-third of the landscape of Wheeling is zoned industrial with more than 20 industrial parks located in the village.

The village has five elementary schools, two middle schools, one high school, and one public library. Wheeling jointly owns the Chicago Executive Airport with the City of Prospect Heights, and is served by the Metra Commuter rail line. There are over 109 acres of parks, a water park, and a new recreational building next to the police department.

The Government: The village has a council-manager form of government. The elected village president and six council members formulate policy, and the appointed village manager and staff oversee the day to day operations.

The Department: The Wheeling Police Department is comprised of 60 authorized sworn police officer positions and 22 civilian positions. Sworn positions include patrol officer, canine officer, evidence technicians, community policing/crime prevention officer, youth officer, warrant service team officer, tactical officer, and investigator. Current career advancement positions include corporal, sergeant, commander, and deputy chief. Police officers are represented in collective bargaining, and a signed agreement provides for a competitive salary plan and comprehensive benefit program. The Commission on Accreditation for Law Enforcement Agencies additionally recognizes the Wheeling Police Department as an accredited agency as of 1990.

The Requirements: See the following section for some of the minimum requirements.

The Process: The advertisement, orientation, application, and written examination steps in the selection process are conducted by participating departments or their authorized vendor. The POWER test is administered by the Northeastern Illinois Public Safety Training Academy (NIPSTA). Applicants must be able to meet the POWER test standards of the Illinois Law Enforcement Training and Standards Board. Once the applicant has successfully passed the POWER test and successfully completed the written examination, the scores and application forms will be forwarded to the Wheeling Police Department Board of Fire and Police Commissioners (BOFPC).

The BOFPC will notify applicants of the written examination results, and begin processing the successful applicants in the subsequent steps of the selection process. For the Village of Wheeling, these steps include:

- Prescreening Interview with police staff
- Oral interview with members of the BOFPC
- Thorough background investigation, including an investigation of personal, business, and employee references, which must show the applicant to be of good moral character. As part of the background investigation, applicants will be fingerprinted to detect any previous criminal convictions.
- Polygraph examination

After successful completion of these steps, the applicant may be given a conditional offer of employment based on the successful completion of a Village of Wheeling medical examination, including a drug screening and psychological evaluation.

General Duties and Responsibilities of a Police Officer:

Percent of Total Time	Ranked Importance	Function
25%	1	Criminal Investigation & Apprehension: Handles complaints filed by citizens. Observes, detects and investigates violations of laws and ordinances. Documents details of violations. Conducts interviews and interrogations of victims, witness, suspects, offenders and other related persons. Conducts both preliminary and follow-up investigation. Identifies, protects, collects, processes, preserves and documents physical evidence. Searches persons, vehicles and other locations or items within the scope of law. Transports, books, cares for and escorts prisoners. Prepares clear, accurate and complete reports detailing any and all activities. Prepares and serves criminal complaints, arrest warrants, search warrants and other court documents. Prepares cases and self for court. Appears and provides sworn testimony for a variety of legal proceedings.
20%	2	Crime Prevention: Patrols assigned area, watches for criminal activity and safety hazards. Becomes and remains familiar with patrol area, geographic locations, known offenders, neighborhood routines and potential problem areas. Conducts security inspections of buildings and other locations and takes action to correct identified security issues. Investigates suspicious activities and performs field interviews when appropriate. Shares information with other officers, law enforcement agencies and city departments as needed. Educates public in tactics to reduce victimization.
20%	3	Traffic: Actively engages in proactive self-initiated traffic and parking enforcement including DUI apprehension. Controls, regulates and directs traffic – both vehicular and pedestrian. Investigates traffic accidents which

Percent of Total Time	Ranked Importance	Function
		include protecting scenes, aiding injured persons, controlling traffic, clearing scenes, determining causes, taking enforcement action when required and preparing complete reports/diagrams. Participates in efforts to reduce accidents/injuries in the community.
15%	4	Miscellaneous Order Maintenance: Deals with domestic disputes and other interpersonal or business conflicts. Watches for, recognizes and takes corrective actions with regard to public hazards or quality of life issues such as; gas leaks, water main breaks, defective traffic signals, traffic obstructions and other safety hazards. Provides assistance to other emergency service providers as needed or requested. Is trained in and administers basic first aid to injured persons, including CPR. Investigates and documents lost and found property. Investigates and documents missing and found persons. Investigates and enforces animal related ordinance violations and complaints including handling of stray and vicious animals. Directs and/or supervises others (civilian and public employees) at crime scenes, accidents, disasters and public gatherings. Provides assistance for persons in distress, victims of crimes and witnesses. Responds to and thoroughly handles all basic calls for service.
10%	5	Problem Oriented Policing: Becomes and stays familiar with community issues and concerns, identifies problems and solutions. Interacts with community members in a manner that upholds public trust and facilitates positive two-way interaction between the police and the community. Promotes and supports the Department's mission and value statements.
5%	6	Peripheral Duties: Attend training and maintain required skills, licenses, permits and certifications associated with areas of special instruction of expertise. Train other personnel in areas of expertise and skill. Conduct background investigations. May perform desk duties including Telecommunications and/or research.

The testing eligibility list as finalized by each agency BOFPC (generally within 90 days of the written test) is generally good for two years. During that time period, based on your final ranking of eligibility, you may be called to continue in the testing process and at that time would receive instructions on how to proceed with next step of the testing process. Applicants that fail at any point during the process may reapply during the next testing process.

An Equal Opportunity Employer

Wheeling PD

At least 21 years old, but under 35 years old by written exam date, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Fire and Police Commissioner's Act.

U.S. Citizen (By time of appointment).

Valid Driver's License

POWER test card must be dated between 8/25/17 and 8/25/18.*

High School diploma or GED

None

Correctable to 20/30 and free from color blindness

Ability to pass all phases of selection including polygraph, psychological and medical examinations.