



WHEELING POLICE DEPARTMENT LATERAL ENTRY POLICE OFFICER FAQ



The **Village of Wheeling (IL)** is now accepting applications from **certified law enforcement officers** for **lateral entry Police Officer positions**. Openings now!

We are looking for **experienced, team-oriented professionals** with strong judgment and a commitment to public service. If you're seeking career growth, specialized assignments, and a supportive work environment—**Wheeling PD is the next step in your law enforcement career.**

Why Wheeling?

Located in Chicago's northern suburbs, Wheeling is a vibrant, diverse community of 40,000, known for its Restaurant Row, Chicago Executive Airport, and a strong balance of residential and commercial development. A pro-police community that supports law enforcement.

There are many benefits of being a Police Officer in the Village of Wheeling. Those include:

- **Current TOP Salary \$121,564**
- **Starting pay negotiable!!**
- Attractive work schedules 6 on & 3 off, 8.5 hour schedule
- Current and well-maintained equipment
- Deferred Compensation Retirement Accounts
- Initial uniforms are provided including firearm and body armor
- Officers are represented and covered by a collective bargaining agreement
- Opportunities for career development
- Participation in the Wheeling Police Pension Fund
- Uniform allowance is issued each year for replacement and upkeep
- Vacation and Holidays



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*1 Community Blvd.
Wheeling, Illinois 60090
847-459-2632*



SPECIAL ASSIGNMENTS

The Wheeling Police Department provides opportunities for a number of special assignments to support our Officers' career development, including:

- Canine (Police K9 and Police Station K9)
- Evidence Technicians
- Field Training Officer Program
- Firearms Instructor/Range Officer
- Investigations Unit (Detectives)
- Major Crash Assistance Team (MCAT) Crash Investigators
- Major Case Assistance Team (MCAT) Investigation Unit
- Northern Illinois Police Alarm System (NIPAS) Emergency Services Unit
- Northern Illinois Police Alarm System (NIPAS) Mobile Field Force Unit
- School Resource Officer
- Traffic Unit
- Juvenile Officers/Investigators
- Bicycle Unit
- Defensive Tactics Instructor

HOW TO APPLY

Submit completed application and required materials, electronic submission aarneson@wheelingil.gov

*The following documents and certificates are **required** to be submitted at the time of application:*

- Resume
- Birth Certificate
- High School Diploma or GED Certificate
- State of Illinois Law Enforcement Officer Certification
- FOID Card (valid and active)
- Military Service Records - DD Form (if applicable)
- Certified copy of transcript for:
 - Associate degree in Criminal Justice or Law Enforcement; or
 - Certified copy of bachelor's degree from an Accredited College or University (if applicable)



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

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 application, or examination of 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 a candidate for consideration of employment by the Wheeling Police Department.

MINIMUM QUALIFICATIONS

Applicants for lateral appointment to the position of Police Officer must be an Illinois Certified Police Officer and meet the following minimum qualifications and requirements at the time of application to be considered for the position:

- A. Forms. Applications for lateral entry must be made on forms furnished by the Village. Applicants must comply with the requirements of the forms.
- B. Certification. An applicant for lateral entry must have been awarded a certificate attesting to the applicant's successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act.
- C. Experience. An applicant for lateral entry must have been a full-time police officer for 24 months in another law enforcement agency to apply.
- D. Character; Sound Health. An applicant must be of good moral character, of temperate habits, and of sound health, and must be physically able to perform the essential job functions of the position of police officer.
- E. Work Status; Language. An applicant must be legally authorized to work and carry a firearm in the United States with the ability to speak and understand the English language sufficiently to discharge the duties of police officer.
- F. Documents. An applicant must provide a copy of the applicant's birth certificate and high school diploma or G.E.D. certificate, college transcripts if applicable, and also must provide a copy of the applicant's certificate attesting to the applicant's successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act. If applicable, the applicant also must provide any Military Service Records including Discharge Papers (DD Form 214).

HIRING PROCESS

Each phase of the process is pass / fail and required to proceed to the next.



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- Pre-screening application review and interview by the Police Department Command Staff
- Character and background investigation and credit check
- Polygraph examination
- Interview with the Board of Fire and Police Commissioners
- Post-offer examinations including but are not limited to: psychological evaluation; medical examination; vision testing; and drug screening.
- All appointments are subject to a 24-month probationary period.

LATERAL ENTRY

An initial lateral entry eligibility list may be created from qualified applicants that submit the required application materials at any time. The Commission may, but is not in any way required to, appoint a police officer from the police officer lateral entry eligibility list. The police officer lateral entry eligibility list may be used by the Commission simultaneously with the Police Department Register of Eligibles. The Commission may determine from time to time that a police officer lateral entry applicant will be listed also on the Police Department Lateral Register of Eligibles. In that case, the lateral entry applicant will be ranked on the Police Department Lateral Register of Eligibles in accordance with the applicant's performance on all phases of the hiring process as outlined in the hiring process. The Commission at any time may create a new police officer lateral entry eligibility list to replace the existing police office lateral eligibility list. Preference Points. The Commission will add preference points to a police officer lateral entry applicant's score prior to placement on the police officer lateral entry list as provided by law. Managing Eligibility List. The Commission will maintain a separate rank-order list of lateral entry candidates based on their relative excellence following the steps outlined in the hiring process. This list will be maintained indefinitely, in parallel to the eligibility list of candidates identified in Chapter IV. However, no candidate will maintain eligibility on any eligibility list for a period greater than two years. Said list will identify each applicant's date of entry onto the list which will be used to establish the two-year limit to their eligibility. A dated copy of the police officer lateral entry eligibility list will be sent to each person appearing on the list. When an applicant is added or stricken from the police officer lateral entry eligibility list, an updated list will be posted at the Police Department and on the Village of Wheeling website.

PREFERENCE POINTS

As provided in the Illinois Board of Fire and Police Commissioners Act (65 ILCS 5/10-2.1), and Chapter IV, Section 9 of these Rules and Regulations, an applicant who qualifies, or is otherwise entitled to military or educational preference points, will be awarded five points to be added to the applicant's final grade.

Applicants submitting incorrect or insufficient proof or incomplete applications will be automatically disqualified from employment consideration. Any questions concerning the employment process should be directed to the Village of Wheeling Human Resources Administrator Alyssa Arneson at 847-499-9093 or aarneson@wheelingil.gov



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