



MONEE POLICE DEPARTMENT
LATERAL ENTRY APPLICATION



PUBLIC NOTICE

**Village of Monee Police Department
Monee, Illinois**

The Village of Monee, Illinois, Fire & Police Commission is accepting applications from currently certified law enforcement officers for the position of police officer with the Monee Police Department. Starting salary is based on prior law enforcement experience.

Starting Salary Range: \$55,642.80 - \$72,766.46

Village Population: 5300. **Sworn Police Officers:** 16 full-time, 5 part-time.

All applicants must meet the following minimum requirements established by the Village of Monee Board of Fire & Police Commissioners:

- 1) State of Illinois certification by the Illinois Law Enforcement Training and Standards Board with no more than forty (40) hours of training required by that Board for recertification, if necessary. Certification by the state of employment outside Illinois will also be accepted provided the certification will be accepted and recognized by the Illinois Law Enforcement Training and Standards Board with no more than forty (40) hours of training required by that Board for recertification, if necessary. (Part-time certification as a law enforcement officer does not meet this requirement.)
- 2) United States citizen.
- 3) Individuals must be at least 23 years old.
- 4) Education - High school education or equivalent thereof.
- 5) Experience – At least 2 years' experience as a full time sworn, certified law enforcement officer with a municipal, county or state police department within the last 3 years. (Candidates with less than 2 years' experience may be considered if the candidate has completed 60 hours of college credit or has 2 years active duty military experience in addition to full time sworn certified law enforcement officer experience.)
- 6) Valid Driver's License.
- 7) Must agree to comply with all requirements of the position and have the ability to pass all examination and training requirements.
- 8) Ability to furnish upon request, a copy of the following: a resume; professional licenses; training certificates; documents confirming work experience; birth certificate; high school diploma or GED certificate; transcripts of higher learning; naval or military service board and discharge papers (DD-214); employee evaluations; Firearms Owners Identification Card, and any other employment related material as requested or required.

ALL APPLICATIONS AND ACCOMPANYING MATERIALS MUST BE SUBMITTED BY 5:00 P.M., AUGUST 16, 2021. Applications may be submitted to MoneePolice@villageofmonee.org or mailed/delivered to the Monee Police Department, 5357 W. Main St., Monee, Il. 60449. Attention to: DC Lazzaroni.

A copy of the application may also be obtained by requesting the same from the Monee Police Department, 5357 W. Main Street, Monee, Illinois 60449, or via email at MoneePolice@villageofmonee.org. Contact Deputy Chief Anthony Lazzaroni for any inquiries at (708) 534-8308.



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The Village of Monee is an equal opportunity employer.

The Village of Monee 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 ability to perform the essential job functions or any other status or class protected by federal, state, or local law. The Village of Monee 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 Monee Police Department complies with the Americans with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the Village of Monee Human Resources Department in advance.

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Monee Police Department. Please furnish us with complete information as outlined in this application. Please use a typewriter or print in black ink. 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 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 you for consideration of employment by the Monee Police Department.

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 Qualifications.

You cannot be considered for the position unless you meet these requirements.

Any questions concerning the employment process should be directed to Deputy Chief Anthony Lazzaroni, Monee Police Department, 5357 W. Main St. Monee, IL 60449, telephone number (708) 534-8308



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Minimum Requirements and Qualifications

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

- State of Illinois certification by the Illinois Law Enforcement Training and Standards Board with no more than forty (40) hours of training required by that Board for recertification, if necessary. Certification by the state of employment outside Illinois will also be accepted provided the certification will be accepted and recognized by the Illinois Law Enforcement Training and Standards Board with no more than forty (40) hours of training required by that Board for recertification, if necessary. (Part-time certification as a law enforcement officer does not meet this requirement.)
- United States citizen.
- Individuals must be at least 21 years old.
- Education - High school education or equivalent thereof
- Experience – at least 2 years experience as a full time sworn, certified law enforcement officer with a municipal or state police department within the last 3 years

* Candidates with less than 2 years experience may be considered if the candidate has completed 60 hours of college credit or has 2 years active duty military experience in addition to full time sworn certified law enforcement officer experience.

- Valid Driver's License.
- Must agree to comply with all requirements of the position and have the ability to pass all examination and training requirements.
- Ability to furnish upon request, a copy of the following: a resume; professional licenses; training certificates; documents confirming work experience; birth certificate; high school diploma or GED certificate; transcripts of higher learning; naval or military service board and discharge papers (DD-214); employee evaluations; and any other employment related material as requested or required.



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Selection Process

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

- Pre-screening interview by police department command staff
- Interview with panel as determined by the Fire and Police Commissioners
- Character and background investigation and credit check
- 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.

Lateral entry eligibility list

An initial lateral entry eligibility list will be created from qualified applicants that submit the required application materials. Applications will be accepted on an ongoing basis. Placement on any lateral entry eligibility list shall be based upon the relative excellence of the applicants. In the event that prescreening identifies applicants who have certain knowledge, skills and abilities that make those applicants more desirable for the position sought to be filled, the Board of Fire and Police Commissioners may interview those applicants only for consideration.

Credible service time with regards to the police pension system is controlled by law, specifically but not limited to the portability clause of Article 3 of the Illinois Pension Code, and requires the candidate to pay the “true cost” for the transfer of service time, which is actuarially determined, into the pension system.



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REQUIRED DOCUMENTS & APPLICATION CHECKLIST

The following is a checklist for your use to ensure you complete the Application Packet as required and attach and return all required certificates and other documentation. Check when attached.

- Application for Employment _____
- Resume _____
- Photocopy of certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course _____
- Photocopy of Driver’s License _____
- Authorization to Release Information Form _____
- Consumer Report / Investigative Consumer Report Disclosure and Authorization Form _____

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

RETURN COMPLETED Application Packet and required materials in person or by mail to:

**MONEE POLICE DEPARTMENT
5357 W. MAIN ST.
MONEE, IL. 60449
Attention: DC Lazzaroni**

NO FAXED APPLICATIONS ACCEPTED



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Name:

Address:

Phone Number (Home and Cell):

Email Address:

Are you a U. S. Citizen: Yes _____ No _____

Are you eligible to participate in the Police Pension Fund Yes _____ No _____

Are you certified as a Law Enforcement Officer by the ILETSB. Provide certification date: _____ Yes _____ No _____

Do you have Law Enforcement certification in another state If yes, provide certification date: _____ Yes _____ No _____

Do you meet the education requirements of the position Yes _____ No _____

Do you meet the work experience requirements for this position Yes _____ No _____

Do you possess a valid Firearms Owners ID Card State: _____ Number: _____ Expiration: _____ Yes _____ No _____

Do you have any relatives who work for the Village of Monee If yes, indicate who and where they work _____ Yes _____ No _____

Conflicts of interest are considered separately for each candidate



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Education and Training

High School:

Name: _____ City: _____ State: _____

Graduation Date: _____

GED Date: _____

Technical School:

Name: _____ City: _____ State: _____

Graduation Date: _____

Course Training: _____

College:

Name: _____ City: _____ State: _____

Graduation Date: _____

Type of Degree: _____

Number of Credit Hours: _____ Major: _____

SPECIAL SKILLS:

List any special training, skills, experience, etc. that you believe would benefit you as a Police Officer

Do you speak any foreign languages and/or comprehend? List and advise skill level:



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EMPLOYMENT HISTORY:

LIST BELOW ALL THE JOBS YOU HAVE HELD IN THE PAST 10 YEARS BEGINNING WITH YOUR PRESENT OR LAST EMPLOYER. ACCOUNT FOR PERIODS OF UNEMPLOYMENT. ATTACH SUPPLEMENTARY PAGES OR USE WHITE PAPER

Dates of Employment: _____ to _____

Title or Position: _____

Name of Employer: _____

Employer Address: _____

Immediate Supervisor Name: _____

Reason for Leaving: _____

Type of Business: _____

Your Duties and Responsibilities: _____

Dates of Employment: _____ to _____

Title or Position: _____

Name of Employer: _____

Employer Address: _____

Immediate Supervisor Name: _____

Reason for Leaving: _____

Type of Business: _____

Your Duties and Responsibilities: _____



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Dates of Employment: _____ to _____

Title or Position: _____

Name of Employer: _____

Employer Address: _____

Immediate Supervisor Name: _____

Reason for Leaving: _____

Type of Business: _____

Your Duties and Responsibilities: _____

Dates of Employment: _____ to _____

Title or Position: _____

Name of Employer: _____

Employer Address: _____

Immediate Supervisor Name: _____

Reason for Leaving: _____

Type of Business: _____

Your Duties and Responsibilities: _____



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MILITARY SERVICE RECORD

Have you ever been a member of the Armed Services of the U.S.A.? ___ Yes ___ No .

If yes, what branch of Service? _____ What was your highest rank? _____

Does your military experience have any relationship to the job for which you are applying?

What type of discharge did you receive ___ Honorable ___ Dishonorable ___ Other,

Explain _____

REFERENCES List three - Name, Address, Phone and Relationship to You

1) _____

2) _____

3) _____



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NOTICE TO ALL APPLICANTS

Residency Requirements: By agreement, all Police Officers will reside within 40 miles of the Village Limits. This requirement must be attained within the first year of employment

AGREEMENT, CERTIFICATION, AND AUTHORIZATION (Please read carefully)

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge, and that any false statement shall be considered sufficient cause for employment disqualification or discharge. I authorize my current or former employer(s) to provide to the Monee Police Department representatives any information regarding my current or former employment. I understand that such information may or may not help my application for employment with the Monee Police Department. I hereby release any current or former employer, its agents or employees from any and all liability resulting from the release of such information. My authorization to current or former employers to release information and my waiver of liability which are written out above, are knowing, intelligent, and voluntary acts. I authorize schools and other educational and technical institutions which I have attended to release my scholastic ratings or records to the Monee Police Department. I hereby authorize the Monee Police Department, the Illinois State Police and/or any other law enforcement agency to release any and all information relating to my criminal record to the Human Resources Division of the Village of Monee. I agree to release all parties from liability for any damages that may result from furnishing the same to the Human Resources Division of the Village of Monee. I further agree to hold harmless any law enforcement agency which provides criminal history information about me to the Human Resources Division of the Village of Monee. I am willing and understand employment with the Village of Monee is subject to passing a pre-employment physical examination, which may include drug and alcohol screening that are made by a Physician designated by the Commission. I understand that as a condition of employment and within 3 days of being employed, I must provide documentation to prove employment eligibility and personal identification as required by the Immigration Reform and Control Act of 1986.

Signature of Applicant _____

Date of Application _____

Notice: All applications must be signed and dated in order to be accepted for consideration.



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AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to the Village of Monee, Illinois, whether the records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions, financial or credit institutions including records of loans, the records of commercial or retail credit agencies (including credit reports, and/or ratings); and other financial statements and records whether filed; medical and psychiatric treatment and/or consultations, including hospitals, clinics, private practitioners, and the U.S. Veterans Administration; employment and pre-employment records, including background reports and efficiency ratings.

I understand that any information provided to or obtained by the Village of Monee pursuant to this Release will be considered in determining my suitability for employment with the Village of Monee. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release and indemnify the entities, employee's agents, or any other person(s) and the Village of Monee from any and all liability which may be incurred as a as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, although the photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization For Release of Personal Information".
Signature (include maiden name) _____

Date _____

(Additional waivers for specific Personal Information will be provided as needed by the Department during the interview process)

ACKNOWLEDGMENT

STATE OF

COUNTY OF

I, _____, a Notary Public in and for said County and State, do hereby certify that the same person whose name is subscribed to the forgoing instrument, appeared before me this day in person and acknowledged that _____ (he/she) signed and delivered the foregoing instrument as _____ (his/her) free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and seal this _____ day of _____, 20_____.

Notary Public