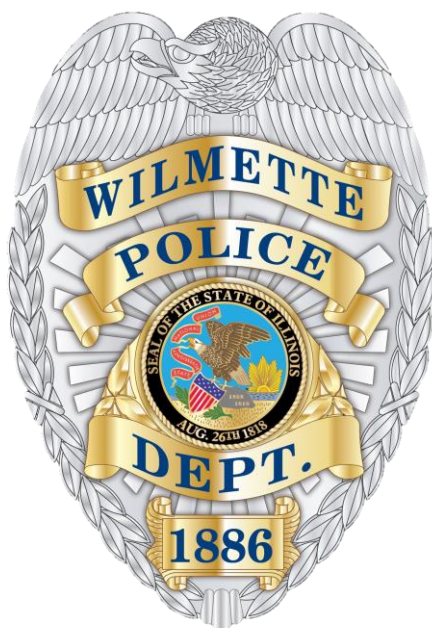
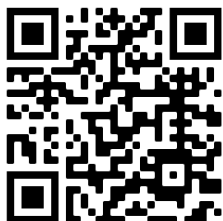


AUGUST 2023



WILMETTE POLICE DEPARTMENT

EMPLOYMENT INFORMATION – LATERAL POLICE OFFICER



VILLAGE OF WILMETTE
WILMETTE POLICE DEPARTMENT
710 Ridge Road, Wilmette, IL 60091



LETTER FROM THE CHIEF

Kyle Murphy

Dear Candidate,

I welcome you to apply with our agency. I trust that you have done your research, visited our website and read about our Department. I want to share with you what you will not find online. We are made up of an outstanding group of people from our civilian staff to our sworn officers. People who work together to provide the best police services possible; ethically, impartially and with empathy and compassion. It is our employees that make us an excellent Police Department.

Policing has always been a difficult profession, but possibly no more challenging time than the last several years. During these times I have been reminded of how fortunate I am to work with an incredible group of law enforcement professionals, in a community which is supportive and appreciative of our efforts. That public trust and confidence did not occur overnight. It has been built over decades through hard work and professionalism by current and former employees.

We have an outstanding reputation amongst community groups and other law enforcement agencies. While I am proud of our accreditation and other accolades, that positive standing exists because of our excellent staff. I work with well-grounded, decent and caring people, who make up our civilian staff, 9-1-1 operators and police officers.

The overwhelming majority of our employees stay here for the entirety of their careers, stating their co-workers, residents and competitive benefits as the reasons. Many of our civilian staff are retired law enforcement from within our department and surrounding agencies. This speaks to our positive culture and supportive work environment.

Many law enforcement executives are frequently quoted that we work in a noble profession. I agree, it is, but it is not the job which brings nobility to the individual, it is the good police officers who bring nobility to the profession. We want people who are dedicated to public service and place the needs of others above their own. Individuals who want to work as part of a team in a great community and experience a rewarding and gratifying career. I hope you consider applying with our agency.

Kyle Murphy
Chief of Police

DEPARTMENT AND COMMUNITY INFORMATION

The Wilmette Police Department is a full-service law enforcement agency responsible for providing professional police services to the residents, businesses and visitors of the Village of Wilmette. The Police Department responds to roughly 20,000 calls for service each year. We are staffed by forty-four sworn police officers who are assigned to patrol, criminal investigations, or as a school liaison officer. We are supported by twenty-four full and part-time civilian employees and an additional 18 seasonal employees. The police facility is open 24 hours per day, seven days a week. We maintain a 9-1-1 Communication Center, and our own temporary lock-up, as well as a full-time civilian police Social Service Counselor.

The Wilmette Police Department has been accredited through CALEA since 1986, the 3rd agency in Illinois and 29th nationally. We are committed to building and maintaining the community's trust and confidence. We were early signatories to the ten shared principles of the Illinois Association of Chiefs of Police and the NAACP regarding the relationship between law enforcement and the communities and people we serve.

A new police facility is in the Village's capital improvement plan for the year 2026. We will be working on this project for the next several years which should bring us a new state of the art facility and realize new efficiencies for our staff.

The Village of Wilmette provides a unique policing opportunity. The Village is home to over 28,000 residents. It is situated on the shores of Lake Michigan, just 14 miles from downtown Chicago. There are two commuter train lines that service the Village, namely the CTA and Metra lines. The Eden's expressway (I94) runs through west side of our town. Wilmette has its own harbor and is home to the United States Coast Guard station. Northwestern University's athletic stadiums are on our border, and we are the only North American location of the Bahai Temple which is the destination of over a quarter million visitors annually.



MINIMUM REQUIREMENTS

CITIZENSHIP	Applicant must be a citizen of the United States of America, or legally authorized to work in the U.S.
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AGE	Applicant must be under 45 years of age.
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EDUCATION	<p>At the time of filing the application, each lateral entry candidate shall be a high school graduate or certified equivalent and have one of the following:</p> <ul style="list-style-type: none">• Sixty (60) hours of education towards a bachelor's degree from an accredited college or university; or• Two (2) years of active-duty service in the United States Armed Forces and have received an Honorable Discharge; or• 180 days of active duty in the United States Armed Forces in combat duty recognized by the Department of Defense and have received an Honorable Discharge.
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DRIVER'S LICENSE	Applicant must possess a valid driver's license.
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PHYSICAL ABILITY	<p>Applicant must be physically able to perform the duties for the position of Police Officer.</p> <p>Applicant must provide a copy of their valid Police Officer Wellness Evaluation Report (POWER) certification card dated not more than 12 months prior to application submission OR pass an equivalent evaluation at the Wilmette Police Department during the hiring process.</p>
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CERTIFICATION	Must be a full-time sworn officer that is certified by the Illinois Law Enforcement Training and Standards Board (ILETSB), or if from out of state, have the ability to obtain a waiver from ILETSB as a condition of employment.
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RESIDENCY	There are no residency restrictions for the Village of Wilmette
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COMPENSATION & BENEFITS

Changes in benefits are subject to the collective bargaining agreement.

SALARY

Effective January 1, 2023, the salary range for the rank of Police Officer is **\$86,085 - \$113,412**. Lateral Candidates may be placed at a step consistent with their years of service and experience up to the 4 ½ year step.

Step	Salary
Starting	\$86,085
6 Months	\$89,529
1 ½ years	\$92,215
2 ½ years	\$94,983
3 ½ years	\$97,832
4 ½ years	\$100,764
5 ½ years	\$103,788
6 ½ years	\$106,900
7 ½ years	\$110,109
8 ½ years	\$113,412

LONGEVITY PAY

One-time payment payable at the following intervals.

Years of continued service	Amount
5.5 Years	\$500
10 Years	\$1,000
15 Years	\$1,500

SPECIAL QUALIFICATIONS

STIPEND

Evidence Technicians	\$1,000 / annually
Field Training Officer	2 hours of OT/8 hours training

ADVANCED SKILLS

STIPEND

Eligible to receive annual stipend of \$2,000 if the following criteria is met annually:

1. Pass the annual physical ability test.
 2. Complete up to 16 hours of defensive tactics annually.
 3. Complete up to 16 hours of firearms range training annually.
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PENSION

Participation in the Wilmette Police Pension Fund

DEFERRED COMPENSATION

PLAN

Optional tax deferred retirement account.

COMPENSATION & BENEFITS Continued

BENEFIT TIME	Emergency Leave	24 hours per year
	Funeral Leave	24 hours per incident per year

HOLIDAY TIME	96 hours of annual floating holiday time.
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VACATION TIME	Vacation days are accrued annually on the following schedule:
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Years of Service	Days earned per year
1-4	10
5	11
6	12
7	13
8	14
9	15
10	16
11	17
12	18
13	19
14	20
15-21	21
22	22
23	23
24	24
25	25

SICK TIME	After 30 days of employment, accrue 8 hours/month.
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HEALTH, DENTAL VISION INSURANCE	Blue Cross Blue Shield HMO/PPO plans available. Dental and Vision plans available.
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LIFE INSURANCE	Life Insurance 1 and ½ times salary up to \$110,000 benefit.
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UNIFORM ALLOWANCE	Upon hiring the Village provides initial issues of uniforms and basic equipment including firearm. After first year of service officers are eligible for an annual uniform allowance of: 2023 - \$700 increasing in 2024 - \$900
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TUITION REIMBURSEMENT	Non-Probationary Officers are eligible for reimbursement for eligible expenses for up to \$5,000 .
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TRAINING & ASSIGNMENTS

We are committed to your growth and success as a law enforcement officer. Our department provides ongoing training and development opportunities to equip you with the necessary skills and knowledge to perform your duties effectively and safely. We invest in your development to ensure that you have the support and resources you need to serve our community to the best of your abilities.

Wilmette Officers average between 90-100 hours of training annually.

SPECIALTY ASSIGNMENTS

The Department fosters training and career development in different areas of interest. Assignments include:

- Criminal / Juvenile Investigations
- School Liaison Officer
- Field Training Officers
- Forensic Specialists
- Digital Forensics
- Arson Investigators
- Drone Operators
- Firearms Instructors
- Less Lethal Weapons Instructors
- Defensive Tactics Instructors
- Emergency Medical Trauma Care Instructor
- Tactical Officers
- Bicycle Patrols
- Honor Guard
- Peer Support Officers

REGIONAL TEAMS

Northern Illinois Police Alarm System (N.I.P.A.S.)

- Emergency Services Teams (EST)
- Mobile Field Force

North Regional Major Crimes Task Force (NORTAF)

- Violent Crimes
 - Investigator
 - Forensic Specialist
 - Burglary Task Force
 - Investigator / Surveillance
 - Major Crash Assistance Team
 - Accident Reconstructionist
 - Evidence Technician
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HIRING PROCESS

The hiring and selection process is outlined in the Board of Fire and Police Commission Rules and Regulations. The burden for providing documentation of minimum requirements rests upon the candidate. Original appointment examinations for positions in the Police Department shall include the following elements administered in the sequence designated by the Board. Failure to achieve the minimum-passing grade in any examination disqualifies the candidate from further participation.

APPLICATION

Lateral applicants must fully and accurately complete the application and provide the required documentation.

SCREENING

The process will include an application review which may include a screening interview.

ADMINISTRATIVE INTERVIEW

Selected candidates must appear for an interview with Department and Village staff.

PHYSICAL AGILITY

Applicants must possess a valid POWER card OR be able to pass a job related physical agility test given at the Police Department

LATERAL CANDIDATE POOL

The Board will establish a lateral candidate pool of recommended candidates from which they can choose to fill vacancies. Candidates can remain in this pool for up to one-year.

PRE-EMPLOYMENT SCREENING

Upon receipt of a conditional offer of employment, applicants must pass a comprehensive process which includes a background investigation, psychological and medical evaluation, polygraph examination and a final interview with the Board of Fire and Police Commission.

REQUIRED DOCUMENTS

- ☐ **Copy of Valid Driver's License**
Include a copy of both sides.
- ☐ **Copy of Birth Record as Proof of Citizenship or Authorization To Legally Work in the U.S.**
The following documents are accepted.
 - Copy of U.S. County or State-issued birth record
 - Copy of Valid U.S. Passport
 - Copy of Naturalization Papers
 - Copy of Valid Permanent Resident (green card)
- ☐ **Copy of High School Diploma (or equivalent)**
If you do not have a copy of your high school diploma, please submit a copy of your high school transcripts with graduate date or a signed letter on school letterhead with your name and date of graduation.
- ☐ **Copy of Official College Transcripts**
Must show attainment of an associate degree or at least 60 semester hours.
- ☐ **Copy of Valid P.O.W.E.R Test Card**
Lateral applicant must provide a copy of their valid Police Officer Wellness Evaluation Report (POWER) certification card dated not more than 12 months prior to application submission **OR** pass an equivalent evaluation at the Wilmette Police Department during the hiring process.
- ☐ **Copy of Military DD-214 (if applicable)**



WILMETTE POLICE DEPARTMENT

MISSION

We, the members of the Wilmette Police Department, are dedicated to providing impartial law enforcement, community-oriented services and police protection to all persons in our Village, while maintaining the highest ethical and professional standards.

VALUES

We believe that law enforcement has its foundation in values. To fulfill our mission, we are committed to:

- Acknowledging our responsibility and accountability to the citizens of Wilmette, our source of authority;
- Performing our duties within the spirit and the letter of our laws and the Constitution;
- Remaining sensitive to human needs and treating each person with respect, compassion and dignity;
- Approaching each situation as unique and responding creatively with empathy and prudent use of discretion;
- Promoting mutual trust between the Department and the citizens and institutions of Wilmette;
- Enhancing safety and a feeling of security for our residents;
- Fostering a quality work environment that encourages open communication and affords trust, respect and support for each member.