

Northlake Police Department Applicant:

On behalf of all the members of the Northlake Police Department, I would like to thank you for taking your time and interest in exploring the opportunity to work for our Department. I realize that, by picking up this application package, you are interested in a career in law enforcement. A law enforcement career can be both frustrating and rewarding, but never ordinary.

As a potential new recruit to the Department, I am sure you are interested in being accepted into the law enforcement profession. However, you may not understand that while all police agencies are charged with the responsibility of enforcing laws and ordinances within their jurisdiction, all police departments accomplish these goals differently and have separate expectations from their officers.

Before you make your choice of which agency to apply, be sure that the agency is one in which you would be comfortable and willing to provide your best efforts. While you contemplate this, you can be sure that we will be assessing your qualifications and desire to work for the City of Northlake.

You have been provided the attached Department information in order to help you make this very important career choice. Again, I would like to thank you for your interest in the Northlake Police Department.

Good luck,

Dennis A. Koletsos

Dennis A. Koletsos
Chief of Police

DAK:lr
Encl.

INTRODUCTION

The Northlake Police Department is currently evolving from a reactive police department into a proactive community-related organization. Modern community policing strategies demand all employees achieve a level of sophistication where they readily accept and expect a great deal of latitude when performing their jobs. Only when that occurs will we achieve a complete transition toward positive police-community relations. As we continue to move forward toward that goal, we will continue to create an atmosphere where expected behaviors and performance levels are demonstrated and not compromised.

As society becomes more complex, the demand for more effective community based law enforcement increases and reactive response tends to leave law enforcement behind. In order to meet the increased expectancy of adequate and competent police service, our Department has developed short-term and long-term goals for Department development. Community Oriented Policing shifts from a reaction to crime to crime prevention and focuses on the causal factors of crime that affect the quality of life for our residents.

The members of the Department realize that we can not be successful without the understanding, support and cooperation of our citizens. One of the main goals of our Department is the continued development of teamwork between the police and our citizens working jointly to achieve a satisfactory quality of life in a crime-free City. This can be accomplished once our citizens understand that crime and other related problems are not solely a police problem, but a problem that everyone in the community must join together to correct.

Patrol Division

The Patrol Division many times is described as the backbone of most police agencies. The majority of our personnel are assigned to this Division. Officers from the Patrol Division respond to approximately 28,000 calls for service each year. Personnel assigned to this Division are responsible for providing initial service to the citizens of our City and also conduct many follow-up investigations. All other Department personnel provide support to patrol operations.

Members of the Patrol Division also serve as evidence technicians, breath alcohol operators, accident investigators, as well as most other specialized positions. Both full-time and fully state-certified part-time officers staff the Division. Officers make over 1,000 arrests each year including both felony and misdemeanor offenses. Personnel are assigned to one of four shifts to cover each day of the year, 24 hours per day.

Traffic Safety Division

The Traffic Safety Division was created to address recurring traffic problems within the City and to conduct special projects and surveys dealing with traffic related issues. The Division is supervised by a Commander and has three officers assigned to it. One officer works overweight truck enforcement, which generates thousands of dollars each year in fines.

The Division has initiated a traffic "Hot Line" number that can be used by citizens to report on-going and recurring traffic problems within the City. Once a call is received on the hot line, a report number is generated and a member of the traffic unit conducts a follow-up investigation. Once the investigation is completed, a written report is issued to the complainant regarding the outcome of the investigation.

Additionally, the Division has spearheaded several recent campaigns regarding seat belt enforcement in conjunction with the National Operation Buckle Up and Operation Safe Passage programs. These campaigns have resulted in raising the level of seat belt compliance in our City from approximately 40% to over 70%. The Division also has certified officers trained in the proper installation of child safety seats.

Detective Division

The Detective Division has a Commander and three detectives assigned to work in the Division. All of the personnel assigned to the unit work investigations as well as gang and tactical operations. Detectives investigate over 700 criminal cases each year and have over a 50% clearance rate. Cases include both misdemeanors and felony crimes.

Additionally, officers assigned to the Investigations Division work on many of the Department's special units such as performing evidence technician work, the emergency services team, and other highly trained and specialized positions.

Detectives are responsible for working with a number of outside law enforcement agencies such as the Federal Bureau of Investigations, State Police, County Sheriff and other specialized investigative units. Additionally, the Detective Division is responsible for maintaining all court documents on pending criminal cases within the Judicial System.

Community Relations Division

The Community Relations Division was created in response to the large volume of services needed to assist our senior citizen population as well as the needs of our citizens in non-police related issues that affect the quality of life within the City. Currently, a Commander supervises the Division, which includes three full-time Community Service/Code Enforcement Officers. Officers from the Detective and Patrol Divisions are assigned cases as needed to assist our Community Service Officers. This Division is responsible for building and code violations within the City as well as animal control and other essential services to our citizens.

The Administrative Commander who supervises this Division also is responsible for all school programs in our elementary schools, including the DARE program. Officers from other areas of the Department are assigned to these specialized service functions.

Canine Unit

As you may be aware, the Canine Unit was funded wholly by donations received from both the business community and private citizens. Our canine, Justice, is a full blooded German Shepherd who is state certified and court recognized as an expert at locating drugs. This means that when Justice obtains a scent of a drug, this can be used as probable cause for our officers to search the area for the illegal substance. Justice also is trained to track missing people and protect the canine officer in times of need.

Communications Center

The Communications Center is new this year and has been substantially upgraded from the past equipment. The prior one-person radio console was over 25 years old and parts were no longer available for repair. The equipment did not meet the needs of the City and created a safety risk to both our officers and citizens. Mayor Sherwin and the City Council recognized this problem and authorized a new Center to be built. Our new Center took over one and a half years to plan and complete. In order to meet the current and future needs of the community, additional space had to be made for the Center, which included remodeling and enlarging the existing space as well as expanding the capacity

from a one-person console to a three-person console. Currently, we have two working positions in use with the third position partially completed.

The Communications Center is staffed by a supervisor and six dispatchers, which allows us to have two dispatchers on duty for the majority of any given day. All of the personnel assigned to the Center are state certified dispatchers and receive continuous updated training in their specialized field of expertise. We currently have a Computer-aided Dispatch system (CAD) and receive all 911 emergency calls from the Cook County Sheriff's dispatch center who receive and transfer all of those types of calls to us. The Communications Center is the operational hub of the Department.

Records Division

The Records Division plays a vital role within the Department by documenting all incidents that are reported within the City, as well as recording and storing information on the performance of the employees of the Department. Through the use of information housed in the Records Division, decisions can be made regarding resource allocations as well as future budget and manpower needs.

The Records Division can be considered the brain of the organization using information stored there from past occurrences to plan for present and future needs, which can affect City budget guidelines. The Records function can only be as effective and efficient as the system in place to store and retrieve information recorded in it. If the information can not be readily accessed when needed, the operation can not run smoothly and efficiently. The Records Division utilizes computers to store and retrieve information, which can be accessed throughout the day.

The Records Division is also charged with the responsibility of tracking all tickets and other related court documents through the Judicial System. The Division processes over 150,000 documents yearly. A supervisor and three clerks staff the Division.

Training Programs

Training is the catalyst the Department uses to achieve the goals of the organization and is one of the cornerstones of the Department. Each year, Department personnel receive over 4,000 hours of certified training, which allows them to better perform their jobs. The Department has developed a training matrix that identifies key mandatory areas of training an employee is guaranteed to receive as they progress through their career with the Department. The program places an emphasis on more sophisticated and career development type training as the employee continues employment with the City.

We continually update our training plans while utilizing the most advanced satellite television-training program available to law enforcement at this time.

This system is called "Law Enforcement Television Network" and is available to our officers 24 hours a day and is accessed both by television and computer. Officers regularly receive training on this system and are tested on the content of each topic. The Department is also a member of the North East Multi-Regional Training District, which is a region of the State of Illinois Training Board. The Department pays a nominal fee for each employee and receives training throughout the year at little or no cost to the Department. The Department also utilizes an innovative monthly roll call training program that allows officers to receive training each day while they attend their roll call before beginning their tour of duty.

The Department has a 6-position range that is utilized by Department personnel on an on-going basis. Voluntary shoots are held every other week as well as mandatory shoots twice each year where officers must qualify with their duty weapons. Officers are required to demonstrate their shooting ability during a multitude of different simulated conditions they may experience when on the street. Officers also receive training in the use of shotguns and other weapons available to them.

Exercise Room

The Department houses a complete exercise facility in the basement of the police station. This equipment was purchased for a fraction of its cost from Gottlieb Memorial Hospital when they were remodeling their facility. Also, other pieces of equipment were donated by officers or purchased by the Department through the budget process. The treadmill was purchased by the FOP Lodge. Many of the employees of the Department utilize the exercise room, which is also open for use by other City employees. The Department places a great deal of emphasis on physical fitness and has one officer who is a certified physical fitness trainer through the Cooper Institute located in Dallas, Texas. This officer prepares workout programs for personnel who request them and will supervise the employee's workout progress. The room is utilized throughout the 24-hour day with personnel working various shifts. Mayor Sherwin was instrumental in negotiating with the hospital and obtaining this equipment for a very nominal fee. Department personnel moved all of the equipment from the hospital to the present location.

Department Fleet

The Department currently utilizes 21 vehicles to serve the citizens of our community. The Patrol Division and Community Service Officers utilize the majority of the vehicles. The Department utilizes a comprehensive fleet maintenance program that extends the life of the vehicle through scheduled routine maintenance as well as attention to repair small problems before they escalate into larger ones. The Department utilizes a 7-year vehicle purchase plan that allows us to plan and budget with anticipated cost increases for the needs of the Department. The goal of the City is to provide our officers with safe and properly maintained vehicles to service our citizens. Safety is the highest priority. We expect to begin installation of in-car computers this fall for all of our patrol vehicles.

Accreditation Program

The Department has committed to the goal of becoming nationally accredited through the Commission of Accreditation for Law Enforcement Agencies. The Commission was founded in 1979 and consists of members from the International Association of Chiefs of Police, National Organization of Black Law Enforcement Executives, National Sheriffs' Association and the Police Executive Research Forum.

The Commission was formed to develop a set of law enforcement standards and to establish and administer an accreditation process by which law enforcement agencies at the state and local levels can demonstrate voluntarily that they meet professional criteria. The overall goal of the accreditation program is to improve the delivery of law enforcement services from coast to coast.

To become nationally accredited is an extremely lengthy and difficult process. However, once accredited, the Department will become one of the few departments in the country to do so. When the program is completed, the Northlake Police Department will be recognized as one of the most professional and modern police agencies in the country. To accomplish this goal, we will continue to develop personnel and our policing strategies to meet the current and future needs of our community. We expect the process to take at least two years and have set a target date of November, 2002 to complete the process.

Career Choice

While you consider a career in law enforcement, you must decide what it is you wish to get from your new career choice. The first choice you have to make is which police department you wish to work for. If you are reading this recruitment profile, you obviously have some interest in working for the Northlake Police Department. You may not have decided at this time whether you want to work for a large department or a smaller department such as ours. There are both benefits and drawbacks to each. It is important for you to decide before you commit to testing for our Department. We have outlined several advantages to working for our agency.

ADVANTAGES OF SMALLER/MEDIUM SIZE DEPARTMENTS

- Skilled employees are the Department's most important asset
- Career opportunities for personal growth including specialized duties and assignments
- Employees are encouraged to provide input on Department policies
- All employees are treated with dignity and respect
- Strong police/community relationship
- The Chief knows everyone by name and supports all employees to reach their personal and professional goals
- All employees have access to the Chief
- The ability to make a difference in the community in which you work
- Excellent, well-maintained equipment

Conclusion

After reading this brief informational profile, we hope you are still interested in employment with our organization. We would encourage you to ask questions regarding the benefits of employment with our Department. To arrange for a tour of our facility, please feel free to contact Chief Koletsos at (708) 531-5755. On behalf of all the members of the Northlake Police Department, I would like to thank you for your interest in our Department. Good luck in your new career choice.

Sincerely,

Dennis A. Koletsos

Dennis A. Koletsos
Chief of Police

NORTHLAKE POLICE DEPARTMENT

POLICE OFFICER

GENERAL SUMMARY

This is a responsible municipal law enforcement position.

Work involves the responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances. An employee of this class may be assigned to uniformed patrol, traffic enforcement, juvenile and adult criminal investigations, evidence processing, recruit officer training, firearms instruction or other specialized departmental activities as required. Work involves an element of personal danger and officers must be able to work effectively with all police department personnel, without direct supervision and prudently exercise independent judgment when addressing both routine and complex emergency situations. Work assignments and instructions are received in general and specific terms from a superior officer who evaluates performance through reports, observations, and conferences for conformance to departmental standards and quality of law enforcement activities.

ESSENTIAL FUNCTIONS (Not All Inclusive)

The Police Officer must be able to see, speak, hear, read, write, walk, sit, stand, operate the equipment required for said position, and perform the other essential functions listed in the job description for said position. The Police Officer also must be able to perform all functions necessary to satisfy the Principal Duties and Responsibilities and must possess the Minimum Knowledge, Skills and Abilities required for said position. The Police Officer also must be able to perform the required essential functions under the Working Conditions applicable to said position.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Patrols the City in a squad car or on foot or other vehicle suited to the needs of the assignment. Checks doors, windows, and examines premises of unoccupied buildings or residences to detect suspicious conditions. Observes and acts upon violations of laws and ordinances. Responds to calls involving traffic crashes, misdemeanors, felonies, and miscellaneous citizen service requests. Makes police presence known in a professional manner that contributes toward the deterrence of criminal activity; provides information to motorists and the public.
- Conducts preliminary and supplementary investigations at the scene of crimes, traffic crashes, administers first-aid to persons; gathers and preserves evidence; locates and interviews witnesses; writes citations and makes arrests required by circumstances and testifies as a witness in court.
- Processes prisoners by taking fingerprints, photographs, receipting their personal property and transporting prisoners to the county jail.
- May be assigned to traffic enforcement; enforces traffic and motor vehicle laws and regulations through observations and radar patrol, issues verbal or written warnings or citations to offenders; investigates and prepares reports of traffic crashes involving property damage, injuries and fatalities.

Principal Duties and Responsibilities (Continued)

- May be assigned to criminal investigation; investigates crimes and criminal activities involving adults and/or juveniles. Conducts crime scene investigations; obtains statements from victims, witnesses, suspects and offenders; investigates assigned cases until cleared or declared inactive; maintains records of investigations and assists in the preparation of cases for court and testifies in court as necessary.
- May be assigned to crime prevention/police-community relations/community policing tasks; conducts security surveys; coordinates crime prevention plans; presents public information programs; analyzes and addresses community needs and concerns.
- May be assigned to part or full-time school liaison-counselor duties; acts as a teaching resource or avocation staff member for school communities; assists with school security measures; conducts classes and investigates youth related problems.
- Performs other related work as assigned or required.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

- Graduation from high school or General Equivalency Diploma (GED), have completed a minimum of 60 college credit hours from an accredited college or university, and must possess the following knowledge, skills and abilities:
- Knowledge of modern police practices and methods.
- Knowledge of departmental rules, regulations and procedures.
- Knowledge of applicable federal, state and local laws and ordinances, including laws of arrest, search and seizure.
- Knowledge of the street layout and geography of the City.
- Ability to deal firmly and courteously with the public.
- Thorough knowledge of the functions of other City departments and other governmental jurisdictions and authorities as they related to police work.
- Ability to establish and maintain an effective working relationship with co-workers, federal, state and county police department members and the public.
- Ability to communicate effectively, orally and in writing.
- Ability to prepare and maintain required reports and records.
- Ability to analyze situations quickly, objectively and correctly to determine the proper course of action.
- Skill in the use of firearms and other regular and special equipment as may be assigned or required.

PHYSICAL DEMANDS

Must be able to drive the motor vehicles necessary to provide police service.

Must have the visual, audio and physical ability to review evidence, inspect crime scenes, recognize changing or violent weather conditions, hear sirens or other emergency warnings, etc.

Must be able to read, write, walk, sit, stand and operate all equipment for this position.

WORKING CONDITIONS

Must be able to work effectively in both an office and outdoor environment, including all seasonal conditions where there is likely to be significant physical discomfort associated with changes in weather such as rain, cold, snow, heat or discomforts associated with noise, dust, dirt and the like.

EQUIPMENT USED

Requires a working knowledge of and adequate proficiency in using general office equipment such as telephones, copiers, typewriters, word processors, fax machines, computers, etc., and specialized police equipment such as radar units, Mobile Data Terminals (MDT), Breathalyzer instruments and the like. Must possess and maintain a properly classified, valid driver's license and driving privileges for any necessary vehicle.

SELECTION PROCESS

The Board of Police Commissioners, in cooperation with the Northlake Police Department, is responsible for the administration of the police officer selection process. All elements of the selection process are administered, scored, evaluated and interpreted in a uniform manner by the Police Commission. The City of Northlake and its Police Department are equal opportunity employers. This process is designed to evaluate applicants and ensures the selection of those applicants who meet entrance requirements.

The applicants can be expected to receive written notification of all elements of the selection process. The elements of the selection process are as follows:

1. Advertisement of job vacancies and creation of an eligibility list
2. Acceptance and review of all applications
3. Mandatory orientation program
4. Administration of physical ability test
5. Administration of written test
6. Initial background investigations of first ten candidates
7. Oral examinations and interview of first ten candidates
8. Psychological and polygraph examinations
9. Final background
10. Medical examination / drug screening
11. Establish eligibility lists

A complete description of the hiring procedure can be found within the Rules and Regulations of the Board of Police Commissioners published effective September 2, 2000. The re-testing of eligible unsuccessful applicants shall take place at the beginning of the next testing period. Applicants for re-testing must follow the complete re-testing process.

Applicants Not Eligible for Appointment

Candidates determined to be ineligible for appointment are informed by the Board, in writing, of the basis for their disqualification (e.g. background investigation, test scores, medical examinations) within 30 calendar days of such decision. Applicants are not eligible to complete the application process after such notification.

Disposition of Records – Ineligible Applicants

The Board of Police Commissioners ensures that all records of candidates not appointed are filed, retained, and disposed of in accordance with federal, state and local requirements. Selection materials shall be maintained in a secure storage area during the testing process.

Disposal of said material shall be made in such a way that ensures and prevents disclosure of the information within.

CALEA: 32.1.1, 32.1.3, 32.1.4, 32.1.5, 32.1.6, 32.1.7