



## **City of Burbank Illinois Police Officer – Lateral Transfer**

### **Description**

The City of Burbank is now accepting applications for Lateral Transfer Police Officers.

Candidates should under general supervision, be able to perform general police patrol duties, including but not limited to; basic accident investigations, traffic control and enforcement, initial investigations into criminal and non-criminal activity and related functions involving the safety and protection of life and property, promote crime prevention strategies, apprehend criminals, and enforce Federal, State and Local Statutes/Ordinances.

### **Lateral Entry Qualifications**

1. Must be at least 21 years of age.
2. Must possess a High School Diploma or GED Equivalent and a minimum of 2 years of employment as a sworn law enforcement officer.
3. Be currently certified as a full-time law enforcement officer.
4. Must possess a valid driver's license.
5. Must possess a valid Firearms Owners Identification Card (FOID).
6. Be a United States Citizen or a Naturalized Citizen.
7. Be able to operate designated city vehicles.
8. Have no convictions for DUI and no loss of license as a result of a moving violation within the past 36 months at the time of application.
9. Have no felony convictions.
10. Have no convictions for serious misdemeanors involving moral turpitude as defined in 65 ILCS / 10-2.1-6.

### **Applicants who meet the above qualifications must:**

1. Complete and submit an application.
2. Participate in an interview/assessment process conducted by a joint committee.
3. Furnish job experience documentation.
4. Provide a law enforcement certification that has been issued or accepted by the Illinois Training and Standards Board. Include any and all state of Illinois certified courses. (ie...NEMRT, TRI-RIVER, ILESTB etc....)
5. Current departmental stats, including awards, commendations, etc.
6. Current resume (encouraged, but not required).

## **Examination Process**

The examinations of lateral entry candidates shall be job-related and practical in character and relate to those matters which will fairly test the capacity of the persons examined to discharge the duties of the position. Candidates are required to provide a resume and copies of training and certification documentation for scoring purposes. Candidates will also be scored on:

- Cognitive abilities
  - Personal appearance
  - Interpersonal skills
  - Communication skills
  - Attitude towards police work
  - Police related knowledge
1. The initial examination of candidates will include:
    - a. Oral interview(s)
    - b. Background investigation
    - c. Polygraph exam
  2. Candidates receiving a conditional offer of employment will be required to pass the following:
    - a. Psychological exam
    - b. Medical exam, including drug screening

## **Eligibility List**

Accepted candidates shall be placed on a new or current lateral entry eligibility list in alphabetical order, from which the City's Police and Fire Commission may select at their discretion to fill vacancies depending on qualifications and experience. Acceptable candidates will remain on lateral entry eligibility list for a period of up to two years.

## **Wages, Pension & Seniority**

Effective 01/01/2021, Probationary Patrol Officers will be paid \$72,155.

As of June 2021, the Burbank Police Department Pension is funded at 90%

Not included in salary:

-Annual uniform check

-Academic achievement check

## **Applications**

Starting **Monday July 12, 2021 at 9:00 a.m.**, applications may be obtained at the Burbank Police Department 5650 W. 75<sup>th</sup> Place Burbank, IL 60459, Burbank City Hall 6530 W. 79<sup>th</sup> St. Burbank, IL 60459, or on the **City of Burbank Website [www.burbankil.gov](http://www.burbankil.gov)**. Completed applications must be submitted with a photocopy of applicant's current state issued driver's license, Firearms Owners Identification Card, Social Security Card, certificate of high school diploma and all current police/security certifications that the applicant has attained. If applicant possesses college degree, certificate of college diploma and/or sealed transcripts may be included, as well (sealed transcripts may be furnished by oral interview date). **Applications to be considered must be returned with all supporting documentation, to the Burbank Police Department front desk, 5650 W. 75<sup>th</sup> Place, Burbank, IL 60459 no later than 5:00 p.m. Wednesday August 11, 2021. No applications will be**

**accepted after this time and date.** Please make sure that all applications are placed in a sealed envelope, attention: "**Police & Fire Commission**" and contain accurate contact information (phone numbers, email addresses and residential addresses).

**An Equal Opportunity Employer:** All City of Burbank applicants will be afforded equal employment opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, citizenship status, physical or mental disability unrelated to ability, sexual orientation, military status or unfavorable discharge from military service.