



# Fairview Heights Police Board of Fire and Police Commissioners

*Dale Sauer • George Lanxon • James Coates • Lea Kwapis • Brenda McNeil*  
10027 Bunkum Road Fairview Heights, IL 62208 618-489-2150 Fax 618-489-2159



## Applicants for Accelerated Entry Police Officers

The City of Fairview Heights Police Department is accepting applications for certified police officers through the Accelerated Entry Program. Those interested must complete the following **application** (see minimum qualification form to ensure you are eligible for employment), **release of information form** and provide a **resume** and **proof of Law Enforcement Certification**. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your request for employment.

Please furnish complete and accurate information as requested on the application. Read every question carefully and answer each question accurately. Applicants will be disqualified from further processing if an incomplete application is submitted and/or an applicant fails to disclose all information requested

Mail or hand deliver completed applications to:

Fairview Heights Board of Fire and Police Commissioners, Attn: Amber Hopkins, 10027 Bunkum Road, Fairview Heights, IL 62208.

The Department will not make copies of the application or documents provided by the applicant. If you wish to retain a copy for your records, make a copy prior to submission.

The City of Fairview Heights 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.

## Minimum Qualifications for Lateral Entry Candidates

Applicants must meet the following qualifications at the time of application:

- A completed application must be submitted to the Board of Fire and Police Commissioners.
- Police Officer applicants must provide documentation that they have fulfilled the requirements of the Illinois Police Training Act. State Troopers, Deputy Sheriffs and Out of State Applicants must provide documentation that they have fulfilled the requirements of their training boards and be certified as a full time law enforcement officer and be eligible to be certified in the State of Illinois.
- Be at least 21 years of age at the time of appointment (maximum age is determined in compliance with current Illinois State Statutes, Section 5/10-2.1-6 of the Fire and Police Commissioner's Act) and;
- Currently employed as a full-time (non-probationary/may be waived by the Board) certified law enforcement officer –OR- a certified officer who has been laid off for financial or budgetary reasons from an agency within the past 12 months preceding an announcement of a testing date and;
- Possess a minimum of an Associate's Degree in Law Enforcement or a related field (the Board may consider an applicant who has a minimum of sixty-four (64) semester hours or its equivalent in undergraduate college work towards the attainment of any bachelor's degree). Additionally, military

service may be considered in lieu of educational requirements. In lieu of an associates/bachelor's degree (1) the candidate must have served for 24/36 months of honorable active duty in the United States Armed Forces OR (2) has served for 180 days of active duty in the United States Armed Forces in combat duty as recognized by the Department of Defense (must not have been discharged dishonorably or under circumstances other than honorable).

## The Process

- Complete and Accurate Application
- Minimum Qualification Screening
- Successful Applicants Contacted
- Background Preparation Interview
- Polygraph and Written Exercise
- Board of Fire and Police Interview
- Conditional Offer of Employment (medical, psychological and workplace fitness assessment)

\*Note: Experienced Police Officers applying through the Lateral Entry Process **will not be required to take a written examination or participate in a physical agility test.** Applicants are scored solely on their oral interview(s) and experience assessment. All other phases are pass/fail. Questions utilized during the oral interview(s) will enable the panel to evaluate the candidate and assign a numerical score based on categories such as speech, alertness, ability to communicate, judgment, emotional stability, self-confidence, social skill and general fitness for the position.

All applicants that apply and are selected for accelerated entry will be placed in order of excellence on the Accelerated Entry Eligibility List. No preference points will be applied to accelerated entry applicants. Accelerated Eligibility Lists shall expire one (1) year from the date it is published.

The Board may direct that an Accelerated Entry testing occur if the Board deems it may be necessary in order to have a viable pool of candidates from which to consider employment. If candidates complete the Accelerated Entry Process while another list remains in effect, those candidate names will be added to the current list in order of excellence. In such instances, all Accelerated Entry Candidates names will be followed by the expiration of their eligibility (after one year). No Accelerated Entry Candidate will be allowed to compete in the Accelerated Entry Process more than once every twelve (12) months.



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## ACCELERATED ENTRY PROCESS APPLICANT CHECKLIST

**ENSURE THE FOLLOWING DOCUMENTS ARE PROVIDED IN YOUR PACKET:**

- COMPLETE AND ACCURATE APPLICATION
- RESUME
- ILETSB OR OTHER PROOF OF LAW ENFORCEMENT CERTIFICATION
- COMPLETED/SIGNED RELEASE OF INFORMATION