



**Village of River Forest
2017 Police Officer Recruitment
Application Documents Enclosed**



**BOARD OF FIRE AND POLICE COMMISSIONERS
400 PARK AVENUE
RIVER FOREST, ILLINOIS 60305**

Dear Applicant:

WELCOME!

The Board of Fire and Police Commissioners, The Police Department, and the Village of River Forest are pleased you are interested in becoming a Police Officer for the Village.

You will find the River Forest Police Department offers an excellent career opportunity and provides an exciting and challenging environment in which to work. More details on the Department can be found in this packet and at: <http://www.vrf.us>. Additionally, a study guide will be passed out at Orientation to assist you with the Written Examination. It may well help improve your score.

The Village of River Forest, The Police Department and the Fire and Police Commissioners wish to hire highly motivated and qualified individuals who represent a wide range of cultural and ethnic diversity.

If you do not meet the educational requirements at this time (see note below), you may participate in the testing process and be listed on the Final Eligibility Register (list); However, you will not be considered for hire if your name comes up for consideration and you have not satisfied the educational requirements at that time. Please refer to the Certification of Understanding enclosed in this packet.

Please review all of the enclosed material carefully and follow the instructions carefully and completely to avoid delays or possible disqualification.

Return your Preliminary Application and other designated documents to the River Forest Municipal Complex no later than 4:00 PM, March 28, 2017.

The Commission wishes you success in the upcoming examinations.

The Board of Fire and Police Commissioners

Note: The minimum educational requirement is a Bachelor's Degree in any discipline or an Associate Degree in either Law Enforcement or Criminal Justice.

**BOARD OF FIRE AND POLICE COMMISSIONERS
400 PARK AVENUE
RIVER FOREST, ILLINOIS 60305
An Equal Opportunity Employer**

Preliminary Application

Position Applied For: Entry Level Police Officer Date: _____

Please Print or Type all information

Name: _____
Last First Middle

Address: _____
Street/Apartment Number

City: _____ State: _____ Zip Code: _____

Email Address: _____

Telephone: Home: _____ Work: _____

Date of Birth: _____ Social Security Number (SSN): _____
(Month/Day/Year)

Driver's License Number: _____ State: _____
Expiration Date: _____

I have graduated from an accredited College or University: Yes No
If no, indicate name of College attending: _____
And expected graduation date: _____

Applicant's Signature

**THIS COMPLETED APPLICATION AND ALL DESIGNATED FORMS
MUST BE DELIVERED TO THE RIVER FOREST MUNICIPAL COMPLEX,
400 PARK AV., RIVER FOREST, ILLINOIS
NO LATER THAN 4:00 P. M. TUESDAY, MARCH 28, 2017
APPLICATIONS WILL NOT BE ACCEPTED AFTER THAT DATE**

Have you filed an application with the Village of River Forest before? Yes No

If Yes; What Date: _____ Which Department: _____

RETURN THIS APPLICATION IN THE WHITE ENVELOPE

**BOARD OF FIRE AND POLICE COMMISSIONERS
400 PARK AVENUE
RIVER FOREST, ILLINOIS 60305**

**NOTICE OF
ORIENTATION AND EXAMINATIONS
FOR ENTRY LEVEL POLICE OFFICERS
APRIL 2017**

Applications can be obtained at the River Forest Municipal Complex, 400 Park Avenue, River Forest, Illinois during normal working hours or online at www.vrf.us/policeofficer.

Orientation:

**Thursday, APRIL 6, 7:00 P. M.
Check in time commences at 6:30 P. M.**
Concordia University, Koehneke Community
Center, Oak Park River Forest Room,
7400 West Augusta Street, River Forest, Illinois

**It is mandatory that all Applicants attend the Orientation Program.
Failure to attend or appearing late will disqualify the Applicant for
further participation in the examination process.**

Written Examination:

**Saturday, April 8, 9:00 A.M., Check in
commences at 8:15 A. M.**
Concordia University, Christopher Center,
Room 220
7400 West Augusta Street, River Forest, Illinois

**Applicants who successfully pass the written test will be notified of the exact date, time, and
room number for their oral interview.**

Oral Interview:

**May 2-3, 2015 5:00 PM – 10:00 PM
(Tuesday and Wednesday evenings as needed)**
River Forest Municipal Complex
400 Park Avenue, River Forest, Illinois

**NOTE: Individual requests for schedule adjustments cannot be accommodated. If an
Applicant cannot attend or is late for the Orientation or any of the Examinations, they will
be disqualified and not listed on the Eligibility Register.**

**BOARD OF FIRE AND POLICE COMMISSIONERS
400 PARK AVENUE, RIVER FOREST, ILLINOIS 60305**

ENTRY LEVEL POLICE OFFICER

INSTRUCTIONS

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY AND FOLLOW
THEM EXACTLY AND COMPLETELY**

(Failure to do so may result in your disqualification from the selection process)

The completed Preliminary Application and other designated documentation are to be returned to the River Forest Municipal Complex, 400 Park Avenue, River Forest, Illinois. This application should be returned in the same envelope containing this material (internet applications, use your own envelope), but must be returned no later than **4:00 P.M. TUESDAY, MARCH 28, 2017. APPLICATIONS WILL NOT BE ACCEPTED BY MAIL OR PERSONAL DELIVERY AFTER THAT TIME.**

1. **Print or type** the required information on the front upper right of the envelope.
2. Keep the Study Guide for the written examination for your own use.
3. The enclosed Preliminary Application and the various documents are to be filled out and signed only by the Applicant.
4. Complete and include the following enclosed forms with the Preliminary Application (make sure you provide all required signatures):
 - **This Instructions sheet** signed and dated.
 - **Orientation Notice** signed and dated.
 - **Certification of Physical Fitness** – Applicants must submit proof that they have passed the Illinois Police Officer Wellness Evaluation Report (POWER) Test within the past year as of May 21, 2017. A valid test will be issued between May 21, 2016-May 21, 2017.
 - **Releases.** The Applicant must sign and date each release stated. Insure you PRINT your full name at the top of the front side of the sheet as indicated. Several releases require witnesses. Any adult may sign as a witness.
 - **Certificate of Understanding** - If you have not yet graduated from an accredited College or University you must complete this Certificate.
5. **Copies** of the following documents must also be returned in the large white envelope with the Preliminary Application:
 - **Driver's License**
 - **Birth Certificate**
 - **College Transcript(s)**- either a four-year Bachelor's Degree in any discipline or a two-year Associate Degree in Law Enforcement or Criminal Justice. **A copy of your diploma will not be accepted.**
 - **Documentation** establishing your enrollment in a College or University, if you have not yet graduated.

I have read and understand the above instructions.

Applicants Signature

Date

Applicants printed name

RETURN THESE INSTRUCTIONS, SIGNED AND DATED ALONG WITH YOUR PRELIMINARY APPLICATION

**BOARD OF FIRE AND POLICE COMMISSIONERS
400 PARK AVENUE
RIVER FOREST, ILLINOIS 60305**

ORIENTATION NOTICE

Orientation will be held at Concordia University, Krentz Hall, Room 120, 7400 Augusta, and River Forest, Illinois on Thursday, April 6 at 7:00 P.M. Check in time commences at 6:30 P.M. No one will be admitted to the Orientation after 7:00 P.M. **It is mandatory you attend this Orientation meeting and arrive on time to remain eligible for testing for Police Officer.**

See the enclosed map of River Forest for the location of Concordia University.

Printed Name

Signature

Date

**RETURN THIS FORM, COMPLETED, ALONG WITH THE PRELIMINARY
APPLICATION IN THE WHITE ENVELOPE**

**BOARD OF FIRE AND POLICE COMMISSIONERS
400 PARK AVENUE
RIVER FOREST, ILLINOIS 60305**

RELEASES

(PRINT YOUR NAME HERE)

I hereby agree to abide by all Rules and Regulations of the Board of Fire and Police Commissioners of the Village of River Forest, Illinois, during the taking of any examination and after the examination, during any probation period to which I might be appointed, and/or as a regular member of the Fire/Police Department.

These rules are available for me to read at the Board of Fire and Police Commissioners, Municipal Complex, 400 North Park Avenue, River Forest, Illinois 60305.

Signature _____ Date _____

TESTING ACKNOWLEDGEMENT

I, the undersigned, understand that all tests and the results thereof become the property of the River Forest Board of Fire and Police Commissioners and are not subject to review.

Signature

Date

Witness

Date

PHYSICAL AGILITY TEST/RELEASE OF ALL LIABILITIES

The undersigned, recognizing the physical agility test is an integral part of the examination for Police Officers in the Village of River Forest, Illinois, hereby releases, remises and discharges the Village of River Forest, Illinois, a municipal corporation, Concordia University, and their respective officers, servants, agents and employees of and from any and all claims, demands and liabilities on account of and all injuries, losses and damages to my person that shall have been caused, or may at any time arise as the result of certain Police examinations conducted by the Board of Fire and Police Commissioners of said Village of River Forest, Illinois. The intention hereof being to completely, absolutely and finally release said Village of River Forest, Illinois, and Concordia University, as well as their respective officers, servants, agents and employees of and from any and all liability arising wholly or partially from the cause aforesaid.

Signature

Date

Witness

Date

**AUTHORIZATION FOR RELEASE OF EMPLOYMENT/CREDIT INFORMATION
AND BACKGROUND INVESTIGATION**

I authorize and empower the Village of River Forest Board of Fire and Police Commissioners, any consumer reporting agency, or other outside service company engaged by said Board for this purpose, now or subsequently, to obtain, prepare, and furnish information concerning my current and former employment, education, credit, general reputation, health, personal characteristics and mode of living, through correspondence or personal interview with neighbors, friends or associates or others with whom I am acquainted or who may have knowledge concerning any of the above items.

Upon written request I understand that said Board will provide me with information regarding the scope of the investigation if one is made.

Signature

Date

Witness

Date

**AUTHORIZATION FOR THE RELEASE OF WORK RECORD AND PERSONNEL
INFORMATION**

I respectfully request that you forward to the River Forest Fire and Police Commission, 400 Park Avenue, River Forest, Illinois 60305, any and all information that you may have concerning me, my work record, or my reputation. Also please provide any information that may appear in my personnel file. This information is to be used to determine my qualifications and fitness for a position I am seeking with the Village of River Forest Police Department.

I hereby release you and/or your employer from any liability and damage of whatsoever nature, on account of furnishing the information requested.

Signature

Date

Address

City

State

Zip Code

**RETURN THIS FORM, COMPLETED, ALONG WITH THE PRELIMINARY APPLICATION
IN THE WHITE ENVELOPE**

**BOARD OF FIRE AND POLICE COMMISSIONERS
400 PARK AVENUE
RIVER FOREST, ILLINOIS 60305**

**FOR APPLICANTS WHO HAVE NOT YET GRADUATED FROM A COLLEGE OR
UNIVERSITY**

CERTIFICATE OF UNDERSTANDING

YOU MUST SIGN AND DATE THIS CERTIFICATE IF YOU ARE APPLYING TO PARTICIPATE IN THE TESTING PROCESS BUT HAVE NOT YET GRADUATED FROM AN ACCREDITED COLLEGE OR UNIVERSITY. PLEASE READ THIS INFORMATION CAREFULLY. IF YOU UNDERSTAND AND AGREE WITH THE CONDITIONS, SIGN, DATE AND RETURN THIS PAGE. IF YOU HAVE NOT GRADUATED, AND ELECT NOT TO SIGN THIS CERTIFICATE, YOU WILL NOT BE ALLOWED TO PARTICIPATE IN THE TESTING PROCESS.

RETURN THIS COPY, SIGNED AND DATED IN THE ENVELOPE WITH THE OTHER DOCUMENTATION.

In order to provide all interested candidates every opportunity to be listed on the River Forest Police Officer Eligibility Register (list) for consideration for hire, the Commission will allow individuals who have not yet graduated from an accredited College or University to participate in the testing process for Police Officer. However, several conditions are associated with this opportunity:

- To participate in the testing process you must show proof that you are enrolled and there is reasonable expectation that you will graduate over the ensuing two (2) years.
- As one of the conditions for hire as a Police Officer on the River Forest Police Department, **you must possess** a Bachelor's Degree in any discipline or an Associate's Degree in Law Enforcement or Criminal Justice from an accredited College or University.

Therefore, if you successfully pass the written examination, physical agility test and the oral interview and are subsequently listed on the Police Officer Eligibility Register (list), you must earn your degree and present a transcript evidencing that you have achieved your degree to be considered for hire. If your name comes up on the Register for appointment consideration and you have not yet graduated, your name will be stricken from the list and the next person on the list considered for the appointment.

When you receive your degree, you must promptly send a copy of your diploma and a copy of your transcript to the Commission to verify your change in status to ensure appropriate consideration.

I have read, understand, and will comply with the conditions of this Certificate.

Applicant's Signature

Date

Applicant's Printed Name

**RETURN THIS FORM, COMPLETED, ALONG WITH THE PRELIMINARY APPLICATION
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BOARD OF FIRE AND POLICE COMMISSIONERS
400 PARK AVENUE
RIVER FOREST, ILLINOIS 60305
An Equal Opportunity Employer

REFERRAL QUESTIONNAIRE

Please assist us in determining where our advertising is most effective by indicating below how you learned of River Forest accepting Police Applications. Your response is voluntary, however your response will be very helpful in the future.

Thank you.

Please complete the following:

Source of Referral:

Newspaper Advertisement

Please list which newspaper:

Internet _____
(Name of Site)

Career or Job Fair

Friend

Relative

Walk-in

Trade Newsletter
(Such as the BlueLine)

Other

Please Describe _____

**PLEASE RETURN THIS COMPLETED RESPONSE IN THE WHITE ENVELOPE
ALONG WITH YOUR OTHER DOCUMENTS**

RIVER FOREST POLICE DEPARTMENT



COMMUNITY AND DEPARTMENT INFORMATION

VILLAGE OF RIVER FOREST
400 PARK AVENUE
RIVER FOREST, ILLINOIS 60305
708/366-8500

www.vrf.us

APPLICANT INFORMATION

The purpose of the following information is to provide you with information about the River Forest Police Department to allow you to make an informed decision as to whether or not you wish to test competitively for a position on the police applicant eligibility list. The testing is demanding and will take significant time to complete.

COMMUNITY INFORMATION

The Village of River Forest was incorporated in 1880. The population of the community is 11,172, with 4,167 housing units. The estimated median family income in 2015 was \$102,198. The village consists mainly of residential single-family homes, with some multi-family housing. There are commercial areas, primarily bordering North Avenue, Madison Street and the Lake Street area. The village has recently developed new commercial areas in the community by the use of Tax Increment Financing districts.



POLICE DEPARTMENT

The River Forest Police Department was established in 1910 and currently employs 28 full time police officers, including the Chief of Police, Deputy Chief of Police, one Commander, five sergeants and 20 patrol officers, as well as three civilian employees. There are no part-time or reserve police officers.

TRAINING INFORMATION

Officers who are not certified peace officers who are appointed to the department will be required to attend 12 weeks of basic recruit training at one of the authorized training academies. Three of these academies are located in the Chicago Metropolitan area, and there are training academies in Springfield and Champaign. Officers receive their full salary and benefits while they are attending the Academy.



FIELD TRAINING AND EVALUATION PROGRAM

Continued post-academy training is provided by Department Field Training Officers for a period of twelve weeks. Each recruit must:

1. Successfully graduate from the designated Police Academy.
2. Pass the required examination administered at the Academy to be certified as a Police Officer in the State of Illinois.
3. After graduation from the academy, the officer will be assigned to the patrol division under the supervision of the Field Training Unit. The recruit will be assigned to several Field Training Officers who will acclimate the recruit to the Department and their role as a police officer for the Village of River Forest. The recruit must complete the field training program to the satisfaction of the Field Training Officers and Supervisors.

Failure to accomplish these goals will result in dismissal of the recruit from the River Forest Police Department.

CONDITIONS OF EMPLOYMENT

All non-exempt sworn officers are covered under a collective bargaining agreement which spells out benefits. The River Forest Police Department is presently on a non-rotational shift basis. Shifts are chosen on an annually. Currently, the regular shift hours are:

6:30 AM - 2:30 PM
2:30 PM - 10:30 PM
10:30 PM - 6:30 AM

All officers also have rotating days off on a six-week cycle with two three-day weekends off at the end of each cycle. Other than these weekends off, during the six-week cycle the officer will have no other weekend days off, unless benefit time is used.

At the discretion of the Chief of Police, officers can be assigned to shift schedules to meet the demand of the department.

SALARY (as of May 1, 2017)

Starting salary for probationary officers
(with step increases up to \$96,291.)

\$63,494



EDUCATIONAL INCENTIVE

The River Forest Police Department has an annual incentive pay program for those officers who have obtained college credits as follows:

Associate Degree: Police Science \$1,000.00

Bachelor's Degree: Education/Business \$1,200.00

Bachelor's Degree: Criminal Justice/Psychology \$1,500.00

Master's Degree: For Police Related Curriculums \$1,750.00

Officers are eligible for this benefit only after completing their probationary period.

TUITION REIMBURSEMENT PROGRAM

The River Forest Police Department has a tuition reimbursement program that reimburses officers for college education credit hours based on the grade achievement and available funding.

PERSONAL DAYS

Each officer receives (3) personal day per year.

UNIFORM ALLOWANCE

Sworn officers receive an allowance of \$800 per year, including newly hired officers. The department provides the officer's star and hat shield as well as the first issuance of body armor.

VACATION SCHEDULE

- After Completion of One Year 96 Hours
- After Completion of Five Years 120 Hours
- After Completion of Ten Years 160 Hours
- After Completion of Fifteen Years 200 Hours

HOLIDAYS

Employees receive pay for 12 holidays per year (New Year's Day, President's Day, Washington's Birthday, Good Friday, Memorial Day, Flag Day, July 4th, Labor Day, Columbus Day, Thanksgiving Day, Day After Thanksgiving Day and Christmas Day). Officers will work holidays unless it is a regularly scheduled day off or benefit time is approved. Holiday payouts are made twice each year.

SICK LEAVE POLICY

Employees earn eight hours of sick leave per month and can accrue up to 1920 hours of sick time over the period of employment.

Proud Heritage • Bright Future

**BOARD OF FIRE AND POLICE COMMISSIONERS
400 PARK AVENUE
RIVER FOREST, ILLINOIS 60305**

SELECTION PROCEDURE

POLICE OFFICER

INITIAL STAGE

An applicant will be disqualified for further consideration if he/she does not return their application and requested documentation by the deadline or does not attend the scheduled orientation, tests, and examinations at the appointed times.

1. Applicants return complete Preliminary Application along with documentation (see the Instruction Sheet) to the River Forest Municipal Complex not later than 4:00 PM, Tuesday, March 28, 2017;
2. Orientation for all Applicants: **Thursday, April 6, 2017 at 7:00 PM;**
3. Written Examination for all Applicants: **Saturday, April 8, 2017 at 9:00 AM,** (the minimum passing grade on the Written Examination is 70%);

SECOND STAGE - INITIAL ELIGIBILITY REGISTER

For those Applicants who successfully pass both the Written Examination and the Physical Aptitude Test:

1. The Commissioners will prepare an "Initial Eligibility Register" of the Candidates successfully completing the Orientation, Written Examination and Physical Aptitude Test. Candidates shall be placed on the Initial Eligibility Register in order of their relative excellence as determined by their test scores. The Candidates will be listed in order of excellence based on their final score.
2. This Register is subject to change with the addition of any claimed preference points as prescribed in 5/10-2.1-8 and 5/10-2.1-9(a) of the Board of Fire and Police Commissioners Act (the "Act"). Candidates who are eligible for veteran, educational or law enforcement certification preference points, shall make a claim in writing with proof thereof within ten (10) days after the date of the first posting of the Initial Eligibility Register or such claim shall be deemed waived.
3. A dated copy of the Initial Eligibility Register, duly adjusted with preference points awarded, shall be sent to each person appearing thereon.

THIRD STAGE – PRIMARY ELIGIBILITY REGISTER

1. Final appointment for the Police Department shall be from the names appearing on the "Final Eligibility Register".
2. The candidates on the Initial Eligibility Register, as adjusted, shall be required to submit to an oral interview to be conducted by an outside vendor selected by the Board, at its discretion, on **Tuesday, May 2, 2017 and Wednesday, May 3, 2017 commencing at 6:00 PM.** If successful, the Candidates' names will be included on the "Final Eligibility Register."
3. For those Applicants selected for Oral Interviews, prepare the in-depth application form along with the documentation (see Rules and Regulations included in this Packet). Submit this documentation at the Oral Interview.

4. The names will be placed upon the “Final Eligibility Register” in rank order, highest first. Rank order shall be based upon the applicant’s total cumulative score which shall be calculated as follows:
 - i. Original written test score multiplied by 65%; and
 - ii. Oral interview score multiplied by 35%.
5. Applicants shall be under 35 years of age, at the time of application and at such time as the first “Final Eligibility Register” is posted, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Act. All applicants must, at a minimum, be at least 21 years of age at the time of application. Proof of birth date will be required at time of application.
6. In the event a “Final Eligibility Register” is exhausted prior to the expiration of the initial “Final Eligibility Register,” the Board may establish another “Final Eligibility Register” from the remaining names on the Initial Eligibility Register in accordance with subsections 1 and 2 above.

FINAL STAGE – APPOINTMENT AS A PROBATIONARY POLICE OFFICER

1. Applicants shall be appointed from the Final Eligibility Register in descending order. Notwithstanding anything to the contrary contained in the Commission’s Rules and Regulations, the Board may, at its discretion, choose to appoint an applicant who has been awarded a certificate attesting to his/her successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act, ahead of non-certified applicants.
2. All Candidates must have received a Bachelor’s Degree in any discipline or an Associate Degree in Law Enforcement or Criminal Justice from an accredited College or University to be considered for appointment.
3. Appointment from the Final Eligibility Register is subject to satisfactorily passing or completing an in-depth psychological examination, a polygraph test, background investigation, and a thorough medical examination (which may include a test of the applicant’s vision and hearing, a test for the presence of communicable diseases as well as a test to screen for the use of drugs and/or narcotics).
4. All original appointments to the police department shall be for a probationary period of eighteen (18) months. The probationary period of a newly appointed Entry Level Police Officer shall commence as of the first date said individual reports for work with the Department.

RULES AND REGULATIONS OF THE BOARD OF RIVER FOREST FIRE AND POLICE COMMISSIONERS

Excerpts from the Rules and Regulations of the River Forest Fire and Police Commission regarding applicants for the position of Police Officer are outlined below. Those persons submitting applications should carefully review these Rules and Regulations to ensure they qualify for the position.

A copy of the Rules and Regulations in its entirety is available for review at the Municipal Complex, 400 North Park Avenue, River Forest, Illinois.

A false statement knowingly made by a person in an application for examination, connivance in any false statement made in any certificate which may accompany such application or complicity in any fraud touching the same, shall be regarded as good cause for exclusion from the examination

RESIDENCE

Applicants for examination must be citizens of the United States.

APPLICATION BLANKS

Applications for position shall be filed upon blank forms furnished by the Commission, and applicants must comply with the requirements of said form in every respect. The application must be filed with the Board prior to taking an examination.

Every applicant must be of good moral character, of temperate habits, of sound health and must be physically able to perform the duties of the position applied for. The burden of establishing these facts rests upon the applicant.

DEFECTIVE APPLICATIONS

Defective applications shall be returned to the applicant for correction, provided the applicant is not otherwise disqualified for the position sought.

AGE REQUIREMENTS

Applicants shall be under 35 years of age unless exempt from such age limitation as provided in § 5/10-2.1-6 of the Fire and Police Commissioners Act. All applicants must, at a minimum, be at least 21 years of age at time of application. Proof of birth date will be required at time of application.

RULES AND REGULATIONS OF THE BOARD OF RIVER FOREST FIRE AND POLICE COMMISSIONERS - CONTINUED

DISQUALIFICATION

The Board may refuse to examine an applicant or, after examination, to certify him/her as eligible:

- a) Who is found lacking in any of the established preliminary requirements for the service for which he or she applies.
- b) Who is physically unable to perform the duties of the position to which he or she seeks appointment.
- c) Who is addicted to the use of intoxicating beverages or is found to have taken or used drugs and/or narcotics illegally.
- d) Who has been convicted of a felony or any misdemeanor involving moral turpitude, as specified in § 5/10-2.1-6 of the Fire and Police Commissioners Act.
- e) Who has been dismissed from any public service for good cause.
- f) Who has attempted to practice any deception or fraud in his or her application.
- g) Who may be found disqualified in personal qualifications or health.
- h) Whose character and employment references are unsatisfactory.
- i) Who does not possess a high school education or its equivalent.
- j) Who has applied for a position of a police officer and is or has been classified by his or her Local Selective Service Draft Board as a conscientious objector.
- k) Who is applying for a position as a police officer and does not possess an Associate's Degree in law enforcement or criminal justice from an accredited Community College or a Bachelor's Degree from an accredited College or University.

Any applicant, or eligible, deemed disqualified hereunder, shall be notified by the Board.

PHYSICAL AND MEDICAL EXAMINATIONS

Applicants for original appointment may be subject to a physical aptitude test and shall be required to submit to a thorough medical examination by a licensed physician appointed by the Board of Fire and Police Commissioners of the Village of River Forest.

RELEASE OF LIABILITY

All applicants shall execute and deliver to the Board a release of all liability as the result of taking a "Physical Aptitude Test" in favor the Village of River Forest on a form to be prescribed by the Board.

AMERICANS WITH DISABILITIES ACT

REASONABLE ACCOMMODATION OF AN APPLICANT

Under the Americans with Disabilities Act (ADA), reasonable accommodation must be provided in the job application process to enable a qualified applicant to have an equal opportunity to be considered for a position. The Village of River Forest is obligated to make an accommodation only to the known limitations of an otherwise qualified individual with a disability.

It is the responsibility of the applicant with a disability to inform the Village of River Forest that an accommodation is needed to participate in the application process. The Village of River Forest is not required to provide an accommodation if unaware of the need. An applicant seeking an accommodation for any phase of the initial selection process (i.e., orientation or written examination) shall file a written request at least ten (10) days prior to the date the selection step is held for which an accommodation is being sought.

If any member of the Village staff is approached during any phase of the selection process by a candidate requesting an accommodation in order to participate in that process, the individual should be referred immediately to the Assistant Village Administrator at 708-714-3554. The Assistant Village Administrator shall provide the applicant with a procedure for requesting a reasonable accommodation. Village staff shall not authorize or approve an accommodation or suggest such approval and shall not allow the applicant to continue in the process with the benefit of the accommodation, without the express written authorization of the Assistant Village Administrator.