



BOARD OF FIRE AND POLICE COMMISSIONERS

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: <https://www.vrf.us/>. Additionally, a study guide will be passed out at the 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 desire 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 exactly and completely to avoid delays or possible disqualification. All requirements must be met by the specified deadline dates.

Return your Preliminary Application and other designated documents to the River Forest Municipal Complex no later than 4:00 PM, Friday, April 19, 2019. Completed applications that are submitted in person will only be accepted Monday – Friday between 8:30 a.m. and 4:00 p.m.

The Commission urges you to do your best in the upcoming examinations and wishes you success.

BOARD OF FIRE AND POLICE COMMISSIONERS

MICHAEL T. TRUCCO, CHAIRPERSON
MARK J. WALSH, COMMISSIONER
JOHN M. PHELAN, COMMISSIONER

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, IL 60305**

ENTRY LEVEL POLICE OFFICER

APPLICATION PACKET CONTENTS

These are the contents of the Entry Level Police Officer Application Packet. They are listed in the order in which they are to appear in the Packet.

Community & Department Information	Page 3
Instruction Sheet	Page 5
Selection Procedure	Page 6
Notice of Orientation and Examination	Page 8
Excerpts of the Rules and Regulations	Page 9
Preliminary Application	Page 11
Referral Questionnaire	Page 12
Mandatory Orientation Notice	Page 13
Releases	Page 14
Certificate of Understanding	Page 16
Americans with Disabilities Act	Page 17
Village of River Forest Fact Sheet	Page 18
Map of River Forest	Page 19
Map of Concordia University	Page 20

**RIVER FOREST POLICE DEPARTMENT
400 PARK AVENUE
RIVER FOREST, IL 60305
708-366-8500**



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. According to the 2010 census, the population of the community is 11,172 with 4,176 housing units. The median family income in 2010 was \$116,528. 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 is home to two private universities.



POLICE DEPARTMENT

The River Forest Police Department was established in 1910 and currently employs 29 full time police officers, including the Chief of Police, Deputy Chief of Police, one Commander, five sergeants and 20 patrol officers, as well as four 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 16 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 fourteen 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 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, 2018)

Starting salary for probationary officers is \$65,081
(with step increases up to \$96,291)

EDUCATIONAL INCENTIVE

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

- Associate’s 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 12 shifts
- After Completion of Five Years 15 shifts
- After Completion of Ten Years 20 shifts
- After Completion of Fifteen Years 25 shifts

HOLIDAYS

Employees receive pay for 12 holidays per year (New Year’s Day, President’s Day, Good Friday, Memorial Day, Flag Day, July 4th, Labor Day, Columbus Day, Veteran’s 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.



**BOARD OF FIRE AND POLICE COMMISSIONERS
400 PARK AVENUE, RIVER FOREST, IL 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. on Friday, April 19, 2019.

NO 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. The enclosed Preliminary Application and the various documents are to be filled out and signed only by the Applicant.
3. Submit payment for the **non-refundable \$30.00** application fee to be paid by cash or check only.
4. Complete and include the following enclosed forms with the Preliminary Application (make sure you provide all forms requiring signatures.)
 - **This Instruction sheet signed and dated.**
 - **Mandatory 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 18, 2019. A valid test will be issued between May 18, 2018 - May 18, 2019.
 - **Releases** - The Applicant must sign and date each release stated. Ensure 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 8.5” x 11” 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.

Applicant’s Signature

Date

Applicant’s Printed Name

RETURN THESE INSTRUCTIONS, SIGNED AND DATED, ALONG WITH YOUR PRELIMINARY APPLICATION [1 of 5]

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

ENTRY LEVEL POLICE OFFICER

SELECTION PROCEDURE

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 completed Preliminary Application along with documentation (see the Instruction Sheet) to the River Forest Municipal Complex no later than 4:00 PM, Friday, April 19, 2019;
2. Mandatory Orientation for all Applicants: **Thursday, May 9th at 7 PM;**
3. Written Examination for all Applicants: **Saturday, May 18th at 9AM,** (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 (FINAL 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 28, 2019 and Wednesday, May 29, 2019 commencing at 5:00 PM. If successful, the Candidates’ names will be included on the “Final Eligibility Register.”
3. For those Applicants selected for Oral Interviews, you will be required to complete an in-depth application form along with the documentation (see Rules and Regulations included in this Packet). Submit this documentation at the Oral Interview.
4. 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 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.

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

ENTRY LEVEL POLICE OFFICER

**NOTICE OF
ORIENTATION AND EXAMINATIONS
MAY 2019**

Applications can be obtained online at vrf.us/policerecruitment or at the River Forest Municipal Complex,

400 Park Avenue, River Forest, Illinois Monday – Friday 8:30 a.m. – 4:00 p.m.

Applicants must pay a thirty-dollar (\$30) non-refundable processing fee at return of Application Packet.

Mandatory Orientation: **Thursday, May 9, 7:00 P. M.**
Check in time commences at 6:30 P. M.
Concordia University
7400 West Augusta Street
Christopher Center, Room 200
River Forest, Illinois, 60305

**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, May 18, 9:00 A.M.,**
Check in time commences at 8:15A.M.
Concordia University
7400 West Augusta Street
Christopher Center, Room 200
River Forest, Illinois, 60305

**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 28-29, 5:00 PM – 10:00PM**
(Tuesday and Wednesday evenings as needed)
River Forest Municipal Complex
400 Park Avenue, River Forest, Illinois, 60305

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.

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.

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

Preliminary Application

Position: **Entry Level Police Officer** Date: _____

Please Print or Type

Name: _____
Last First Middle

Address: _____
Street/Apartment Number

City: _____ State: _____ Zip Code: _____

Email Address: _____

Telephone: Home/Mobile _____ 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: _____

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

If Yes; What Date: _____ Which Department: _____

Applicant's Signature

**THIS COMPLETED APPLICATION AND ALL DESIGNATED FORMS
MUST BE DELIVERED TO THE RIVER FOREST MUNICIPAL COMPLEX,
400 PARK AVE, RIVER FOREST, ILLINOIS
NO LATER THAN 4:00 P. M. FRIDAY, APRIL 19, 2019**

APPLICATIONS WILL NOT BE ACCEPTED AFTER THAT DATE

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 AN 8.5" x 11" ENVELOPE
ALONG WITH YOUR OTHER DOCUMENTS**

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

MANDATORY ORIENTATION NOTICE

Mandatory Orientation will be held at Concordia University, 7400 West Augusta Street, Christopher Center, Room 200, River Forest, Illinois on Thursday, May 9 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 be eligible to continue the testing for Police Officer.

Printed Name

Signature

Date

RETURN THIS FORM SIGNED AND DATED, ALONG WITH YOUR PRELIMINARY APPLICATION [2 of 5]

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

RELEASE

(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, or as a regular member of the 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.

Applicant's Printed Name

Date

Applicant's Signature

Date

Witness

Date

PHYSICAL AGILITY TEST / RELEASE OF ALL LIABILITES

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.

Applicant Signature

Date

Witness

Date

**RETURN THIS FORM SIGNED, DATED, AND WITNESSED ALONG WITH YOUR
PRELIMINARY APPLICATION [3 of 5]**

**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 Fire 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 SIGNED, DATED, AND WITNESSED ALONG WITH YOUR
PRELIMINARY APPLICATION [4 of 5]**

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 SIGNED AND DATED ALONG WITH YOUR PRELIMINARY APPLICATION [5 of 5]

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.

VILLAGE OF RIVER FOREST

FACT SHEET

River Forest is a vibrant community of beautiful homes, dedicated to high cultural and educational ideals, and emphasizing service to its population. The affluence of its early settlers shaped the character of the community. They built large, lovely homes and donated land and money to build fine schools and churches. River Forest is known as the “Village of Churches and Schools”. This together with River Forest’s appealing wooded comforts and proximity to Chicago attracted other wealthy families to the Village.

River Forest has been a settled community for more than 15 decades; it is two and one half square miles in area and has a population of 11,172 residents. During the early years well-known architects practiced their art in the village. As a result, homes in River Forest reflect the many periods of home design. Superb examples are contained within an historic district, encompassing a quarter of the community’s residences and displaying an array of Italianate, Queen Ann, Medieval, and Classic Revival architectural designs. Prominent Prairie School designs by the pioneering architectural genius Frank Lloyd Wright are also present.

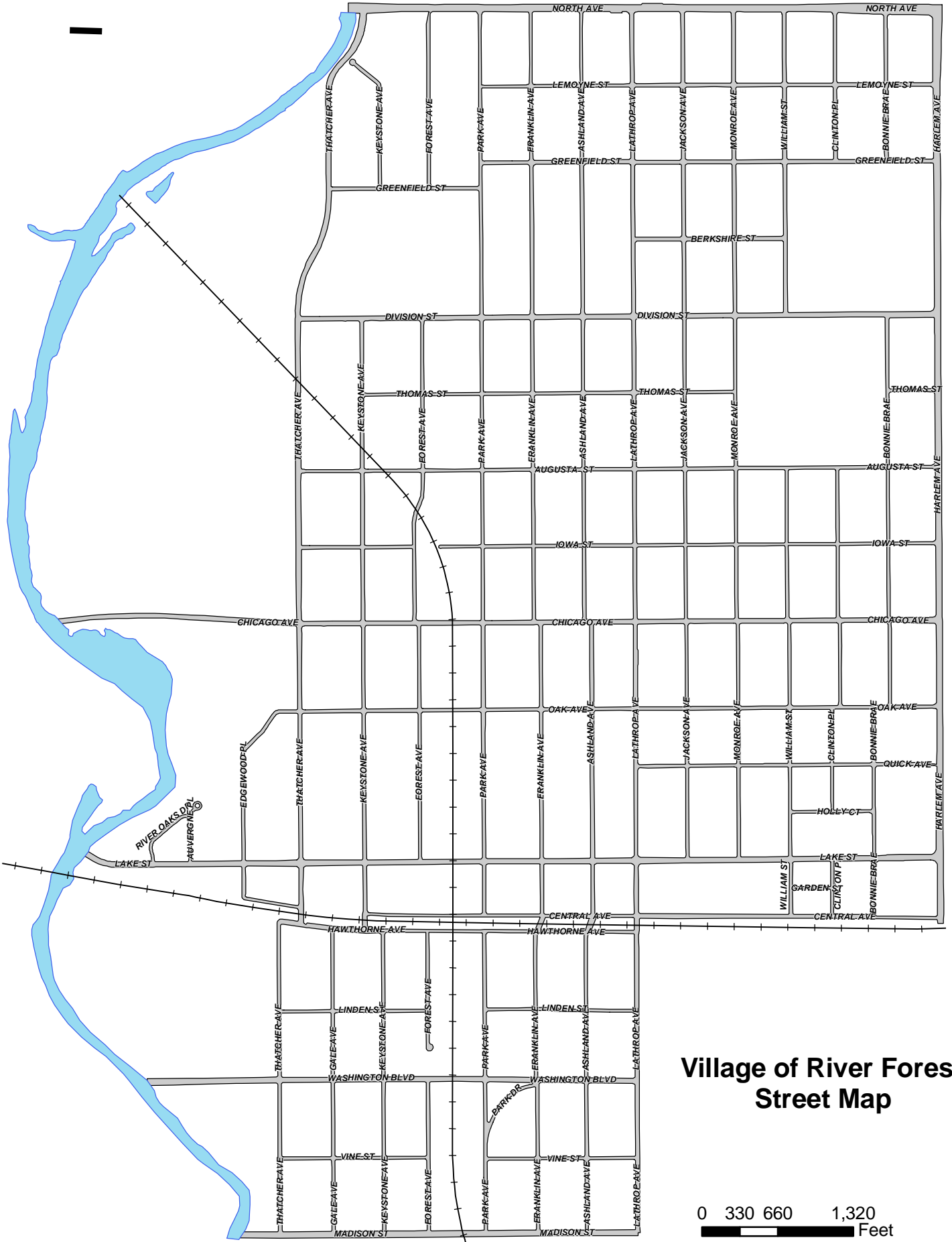
Most of River Forest’s dwellings were constructed before World War II, several sections of the community contain modern, four and five story condominiums and apartments offering luxury with the demand of single family home ownership. Homes range in price from \$185,000.00 to over \$4,000,000.00.

River Forest is a Village form of government with a Village President and six Trustees. A full time professional Village Administrator runs the day to day operations. There is a fully manned Police Department, full time Fire Department, and a full time Public Works Department.

The River Forest Town Center, containing shops and eateries and has been very successful.

River Forest is the home of Dominican University (formerly Rosary College) affiliated with the Roman Catholic Church and Concordia University with the Lutheran Missouri Synod Church.

Almost fully developed, the village strives for maintenance and improvement of its infrastructures, assuring future generations the same high standard and quality of life that is a tradition in River Forest.



Village of River Forest Street Map

0 330 660 1,320
 Feet

Concordia University Chicago Campus Map

7400 Augusta Street, River Forest, IL 60305
708-771-8300 CUCicago.edu



- A** Undergraduate Admission and Financial Aid
- B** Graduate Admission and Enrollment Services
- No CUC Parking
- University Permit Parking
- Visitor Parking
- Automatic External Defibrillators AED
- AED, March-November only in this location
- AED, Geiseman Lower Level and First Floor
- Emergency Phone