

BOARD OF FIRE AND POLICE COMMISSIONERS

400 PARK AVENUE

RIVER FOREST, ILLINOIS 60305

An Equal Opportunity Employer

Selection Procedures

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 complete application along with documentation no later than 4:00 PM, Thursday, September 28, 2023.
2. It is mandatory you attend this Orientation meeting and arrive on time to be eligible to sit for the exam. Mandatory Orientation will be held on Thursday, October 5, 2023 at 7:00 P.M. Check in time commences at 6:00P.M. No one will be admitted to the Orientation after 7:00 P.M.
Location: Village Hall, 400 Park Avenue, River Forest, IL 60305 – 1st Floor Community Room
3. Written Examination for all Applicants: Saturday, October 7th at 9:00am. The minimum passing grade on the Written Examination is 70%.
Location: Village Hall, 400 Park Avenue, River Forest, IL 60305 – 1st Floor Community Room

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. 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. If successful, the Candidates’ names will be included on the “Final Eligibility Register.”
4. 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

- a) 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:

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- 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 possess a minimum of 30 credit hours 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.