



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.

The Village of River Forest, The Police Department, and the Fire and Police Commissioners seek highly motivated, qualified, and experienced law enforcement officers representing a wide range of cultural and ethnic diversity.

### **Minimum Requirements and Qualifications:**

- ❖ Applicants must be certified by the Illinois Law Enforcement Training and Standards Board (ILETSB).
- ❖ At the time of application, applicants must have been employed as a full-time sworn law enforcement officer, for a minimum of 24 months, of a regular police department in any municipal, county, university, or State law enforcement agency, provided they are certified by the Illinois Law Enforcement Training Standards Board.
- ❖ Applicants must be citizens of the United States.
- ❖ Applicants must be at least 21 years of age at the time of application.
- ❖ As one of the conditions for hire as a River Forest Police Officer, applicants must possess a minimum of thirty (30) credit hours from an accredited College or University.
- ❖ Character Requirements: As set forth and required by 65 ILCS 5/10-2.1-6.
- ❖ Applicants must submit proof of a valid Firearms Owners Identification Card (FOID).
- ❖ Applicants must submit proof that they have passed the Illinois Peace Officer Wellness Evaluation Report (POWER) Test dated between **September 9, 2022 to September 9, 2023**.

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

**Submit your application no later than 4 PM on Thursday, August 31, 2023.**

The Commission wishes you success in the upcoming examinations.

BOARD OF FIRE AND POLICE COMMISSIONERS  
MICHAEL T. TRUCCO, CHAIRPERSON  
JULIE JACOBS, COMMISSIONER  
NATHAN MELLMAN, COMMISSIONER

## APPLICATION PACKET

**These are the contents of the Lateral Certified Police Officer Packet. They are listed in the order in which they are to appear in the Packet.**

**Benefits & Department Information                      Page 3**

**Americans with Disabilities Act                              Page 7**

**Village of River Forest Fact Sheet                        Page 8**

**Map of River Forest    Page 9**



RIVER FOREST POLICE DEPARTMENT

400 Park Avenue, River Forest, IL 60305

INTEGRITY



COMMITMENT TO EMPLOYEES



COMMUNITY PARTNERSHIP



COMMUNITY SENSITIVE POLICING



PROFESSIONALISM



RIVER FOREST POLICE DEPARTMENT

400 PARK AVENUE

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.

**LATERAL SALARY (as of May 1, 2023)**

Lateral officers with more than 5 years of qualifying service start at \$89,826. Starting salary for lateral officers is \$85,844 for those with 2-5 years of qualifying service. Top patrol officer salary is \$110,740. Pay for the rank of Sergeant is \$127,204.

Lateral officer salary increases as of May 1, 2024, will respectively be \$92,746 and \$88,634, with Sergeant's salary increasing to \$131,338.

**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: \$1,000.00
- Bachelor's Degree: \$1,500.00
- Master's Degree: \$1,750.00

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

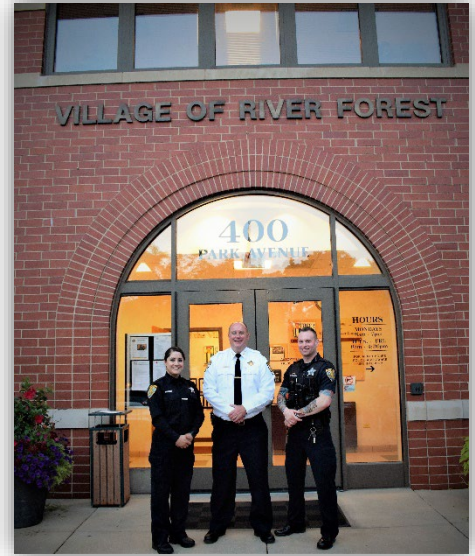
**SPECIALTY POSITIONS**

In addition to the traditional patrol and investigative functions of a suburban law enforcement agency, our department is also able to provide training and opportunities in several areas including:

- Firearms Instructor
- Armorer
- Bicycle Officer
- Breath Alcohol Operator
- Defensive Tactics Instructor
- Child Passenger Safety Technician
- Crisis Intervention Team
- School Resource Officer
- Elderly Services Officer
- Narcotics Investigator
- Shield Instructor
- Honor Guard
- Evidence Technician
- Field Training Officer
- Rifle Instructor
- Hostage Negotiations
- Juvenile Officer
- Lead Homicide Investigator
- Less Lethal Instructor
- NARCAN Instructor
- Peer Support
- Rapid Deployment Instructor
- Truck Enforcement
- Drone Pilot

Officers are also assigned to task forces throughout the region, including:

- Northern Illinois Police Alarm System (NIPAS) Mobile Field Force
- West Suburban Drug and Gang Initiative (WEDGE)
- West Suburban Major Crimes Task Force (WESTAF) Investigations Team
- West Suburban Major Crimes Task Force (WESTAF) Forensics Team
- West Suburban Major Crimes Task Force (WESTAF) Major Crash Team



## **CONTINUED TRAINING OPPORTUNITIES**

The River Forest Police Department takes pride in the numerous training opportunities afforded to members. Recognizing the diverse needs of the community, the Department provides and encourages a policy of professional and individual excellence, which is enhanced by continuing education and training. Training includes monthly firearms training at the in-house firearms range. All officers complete mandated training through various means including attending classes through:

- Illinois Law Enforcement Training and Standards Board Executive Institute (ILETSB)
- Cook County Department of Homeland Security and Emergency Management (CCDHSEM)
- Northeastern Multi Regional Training (NEMRT) Training Unit
- Federal Law Enforcement Training Center (FLETC)
- Federal Emergency Management Agency (FEMA)
- Northwestern University Center for Public Safety
- National Tactical Officer's Association (NTOA)
- Illinois Tactical Officer's Association (ITOA)
- Active Bystandership for Law Enforcement
- American Heart Association
- National Alliance on Mental Illness
- Police Law Institute
- Calibre Press
- Dementia Live

## **TUITION REIMBURSEMENT PROGRAM**

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

## **SPECIALITY PAY**

The Department compensates specialist positions monthly:

- |                          |       |                           |       |
|--------------------------|-------|---------------------------|-------|
| • Corporal               | \$285 | • Senior Sergeant         | \$150 |
| • Detective              | \$150 | • School Resource Officer | \$150 |
| • Field Training Officer | \$150 | • Vehicle Officer         | \$150 |
| • Training Officer       | \$150 |                           |       |

## **PERSONAL DAYS**

Each officer receives (3) personal day per year.

## **UNIFORM ALLOWANCE**

Sworn officers receive an allowance of \$1,000 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. Body armor is provided at no cost to the officer every 5 years.

## **ADDITIONAL BENEFITS**

Besides a pension authorized by the River Forest Police Pension Fund, the Village offers a Life Insurance Policy, a 457(b) Deferred Compensation Plan, and an IRC Section 125 Plan (Medical Flex Spending Plan), which can be used for both authorized medical expenses and dependent care. The Village provides HMO and PPO medical plans, as well as vision, dental, and life insurance coverage.

## **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, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, 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. Officers assigned to patrol will receive an additional four (4) hours pay at their regular normal hourly rate if they are assigned to work on New Year's Day, July 4<sup>th</sup>, Memorial Day, Labor Day, Thanksgiving and Christmas Day

## **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. In addition, employees participate in a Sick Leave Incentive Program, in which up to 24-hours of sick time can be placed into a retirement healthcare account (VEBA) per year.



## **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, including three Corporals, two Detectives, one Tactical Officer, and a Crime Prevention Officer. The Police Department employs four civilian employees. There are no part-time or reserve police officers. The Department is currently authorized to employ 30 full time police officers.

## **LATERAL TRANSFER INFORMATION**

Officers eligible for lateral transfers must be state certified, full time law enforcement officers with at least two (2) years of qualifying experience. Candidates will be reimbursed for POWER Test fee if hired.

## **FIELD TRAINING AND EVALUATION PROGRAM**

Training is provided by Department Field Training Officers. 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.

## **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 – 3:00 PM

2:30 PM – 11:00 PM

10:30 PM – 7:00 AM

All officers have rotating days off on a rotation of five days on and two days off, followed by five days on and three days off with eight and one-half (8.5) hour shifts. The schedule allows officers to have one weekend day off for six weeks and then again every eighth week. At the discretion of the Chief of Police, officers can be assigned to shift schedules to meet the operational demands of the department.



## EQUIPMENT & TECHNOLOGY

The River Forest Police Department has invested heavily in technology. The Village has a vast network of cameras to provide enhanced community safety. The camera system acts as a force multiplier for police. Officers can operate and view the system on workstations in the Department and remotely from the in-car computers. The system will continue to expand in the future. Advanced License Plate Reader systems are strategically deployed in fixed locations throughout the Village. The systems are also deployed on police cars to augment officers' abilities to locate and investigate stolen vehicles, wanted offenders, habitual traffic offenders, and more.

The Department also has an on-site firearms training range. Officers have access to the range for state qualifications and firearm proficiency training. Officers work with certified range instructors on advanced exercises and techniques throughout the year. The range is receiving significant upgrades to the computerized target systems in August 2023.



## COMMUNITY INFORMATION

The Village of River Forest was incorporated in 1880. According to the 2020 census, the population of the community is 11,717 with 4,040 housing units. The median family income in 2020 was \$129,263. 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 Harlem Avenue. The Lake Street corridor is home to a large outdoor shopping district. The Village is home to two private universities and a private high school. The Village has a Metra stop and is in walking distance of both the CTA Green and Blue Lines. In addition, the Village is less than one-mile away from the I-290 (Eisenhower Expressway) at both the Harlem and Des Plaines Avenue entrances/exits. The Village borders the communities of Oak Park, Forest Park, Elmwood Park, Maywood, Melrose Park, and the city of Chicago.



## **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 Human Resource Manager at 708-714-3554. The Human Resource Manager 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 Human Resource Manager.

## **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 11,717 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.

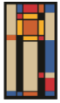
River Forest is a Village form of government with a Village President and six Trustees. A full-time professional Village Administrator runs the day-to-day operations. There is a fully manned Police Department, full-time Fire Department, and a full-time Public Works Department.

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 infrastructure, assuring future generations the same high standard and quality of life that is a tradition in River Forest.





# RIVER FOREST

Proud Heritage • Bright Future

Centrally Located, West Suburb, Less than  
20 Minutes to the Loop, Near I-290

15 Minutes from Major Shopping  
of Rosemont and Oak Brook



### Highlights

- ◆ Forest Preserves of Cook County
- ◆ River Forest Community Center
- ◆ River Forest Public Library
- ◆ River Forest Tennis Club
- ◆ Trailside Museum of Natural History
- ◆ Thatcher Woods
- ◆ Thatcher Woods Pavilion
- ◆ G.A.R. Woods

### Parks

- ▲ Constitution Park
- ▲ Centennial Park
- ▲ Cummings Square
- ▲ Keystone Park
- ▲ Priory Park
- ▲ Washington Square Park
- ▲ Washington Triangle Park

### Business

- Lake Street Business District
- Madison Street Business District
- North Avenue Business District
- River Forest Town Center Shopping

### Public

- ◆ River Forest Fire Department
- ◆ River Forest Park District
- ◆ River Forest Police Department
- ◆ River Forest Public Works
- ◆ Village of River Forest Town Hall

### Education

- ◆ Concordia University Chicago
- ◆ Dominican University
- ◆ Grace Lutheran School
- ◆ Keystone Montessori
- ◆ Lincoln Elementary
- ◆ Mosaic Montessori Academy
- ◆ Oak Park River Forest High School
- ◆ Roosevelt Middle School
- ◆ Trinity High School
- ◆ Willard Elementary

### Worship

- ◆ Christ Church Episcopal
- ◆ Grace Lutheran Church
- ◆ St Vincent Ferrer Catholic Church
- ◆ Temple Har Zion Synagogue
- ◆ River Forest United Methodist
- ◆ St Luke Roman Catholic Church
- ◆ First Presbyterian Church

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rfhappenings.com



DOWNTOWN  
CHICAGO  
10 miles

VILLAGE OF  
OAK PARK →  
Neighbor to the East  
Oak Park and River Forest High  
School, 201 Scoville Avenue (1 mi)