



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 and qualified individuals representing a wide range of cultural and ethnic diversity.

The minimum educational requirement is a Bachelor's Degree in any discipline or an Associate Degree in either Law Enforcement or Criminal Justice. If you do not meet the educational requirements at this time, 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 see the online application, section entitled "Certification of Understanding".

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 September 27, 2021.

The Commission wishes you success in the upcoming examinations.

BOARD OF FIRE AND POLICE COMMISSIONERS
MICHAEL T. TRUCCO, CHAIRPERSON
JOHN M. PHELAN, COMMISSIONER
JULIE JACOBS, COMMISSIONER

APPLICATION PACKET

These are the contents of the Entry Level 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
Map of Concordia University	Page 10



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.

BENEFITS

SALARY (as of May 1, 2021)

Starting salary for probationary officers is \$69,914 with a top patrol officer salary at \$103,441. Pay for the rank of Sergeant is \$118,960. Salary increases of 2.75% are projected for May 1, 2022.

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.

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
- 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

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:

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

- | | | | |
|--------------------------|-------|---------------------------|-------|
| • Senior Sergeant | \$125 | • Corporal | \$260 |
| • Detective | \$125 | • School Resource Officer | \$125 |
| • Field Training Officer | \$125 | • Vehicle Officer | \$125 |
| • Training Officer | \$125 | | |

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.

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 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, 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. 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.



TRAINING INFORMATION

Officers who are not certified peace officers and who are appointed to the Department will be required to attend the 560-hour basic recruit training at one of the authorized training academies. Three of these academies are located in the Chicago Metropolitan area. 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. *Failure to accomplish these goals will result in dismissal of the recruit from the River Forest Police Department.*

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.

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 operational demands of the department.

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 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 has a 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 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.



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

vrf.us

rfhappenings.com



DOWNTOWN CHICAGO
10 miles

RIVER FOREST

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

Concordia University Chicago Campus Map



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