



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. More details on the Department can be found in this packet and at: <https://www.vrf.us/departments/department/3>

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 refer to the Certification of Understanding enclosed in this packet.

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 July 21, 2020.**

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.

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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  
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.



### APPLICANT REQUIREMENTS

- ❖ Applicants must be at least 21 years of age and 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 the Fire and Police Commissioners Act.
- ❖ Applicants must be a U.S. Citizen or provide proof of intention to become a citizen
- ❖ As one of the conditions for hire as a Police Officer on the River Forest Police Department, applicants must possess a Bachelor’s Degree in any discipline or an Associate Degree in Law Enforcement or Criminal Justice from an accredited College or University.
- ❖ Applicants must submit proof that they have passed the Illinois Peace Officer Wellness Evaluation Report (POWER) Test dated between August 1, 2019 – August 1, 2020.

### COMMUNITY INFORMATION

The Village of River Forest was incorporated in 1880. The population of the community is 11,172 with 4,176 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 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.





### **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. 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 operational demands of the department.



**SALARY (as of April 30, 2019)**

Starting salary for probationary officers is \$65,081.00 with a top patrol officer salary currently at \$96,291.00. Current pay for the rank of Sergeant is \$110,737.00.

**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 approved college education credit hours based on the grade achievement and available funding.



**SPECIALITY PAY**

The Department compensates specialist positions that are not considered rank. The positions of Field Training Officer, Vehicle Officer, Detective, Training Officer, School Resource Officer, and Senior Sergeant receive \$125.00 per month. Officers assigned to the specialist position of Corporal receive \$260.00 per month.

**PERSONAL DAYS**

Each officer receives (3) personal day per year.

**UNIFORM ALLOWANCE**

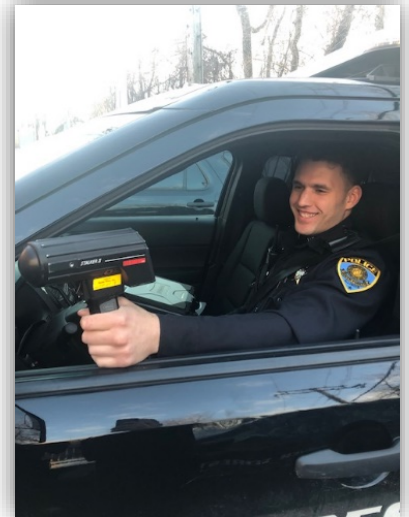
Sworn officers receive an allowance of \$800 per year, including newly hired officers. The department provides the officer's star and hat shield, as well as the first issuance of body armor.

**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 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.

### **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.

## **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.

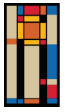
River Forest is a Village form of government with a Village President and six Trustees. A full time professional Village Administrator runs the day to day operations. There is a fully manned Police Department, full time Fire Department, and a full time Public Works Department.

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](http://vrf.us)  
[rfhappenings.com](http://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)

← **TRITON COLLEGE**  
  
← **O'HARE AIRPORT**  
10 miles



**THATCHER WOODS**

Thatcher Woods Pavilion ◆

Trailside Museum of Natural History ◆

**METRA UNION PACIFIC WEST LINE**

▲ G.A.R. Woods

**MIDWAY AIRPORT** ✈  
10 miles

## HISTORIC DISTRICT

Christ Church Episcopal ▶

◆ Mosaic Montessori Academy  
▶ River Forest United Methodist

◆ Lincoln Elementary ▶

▶ River Forest Park District

▲ Keystone Park

❖ River Forest Fire and Police Departments

❖ Village of River Forest Town Hall

▲ Triangle Park

▲ Washington Square Park

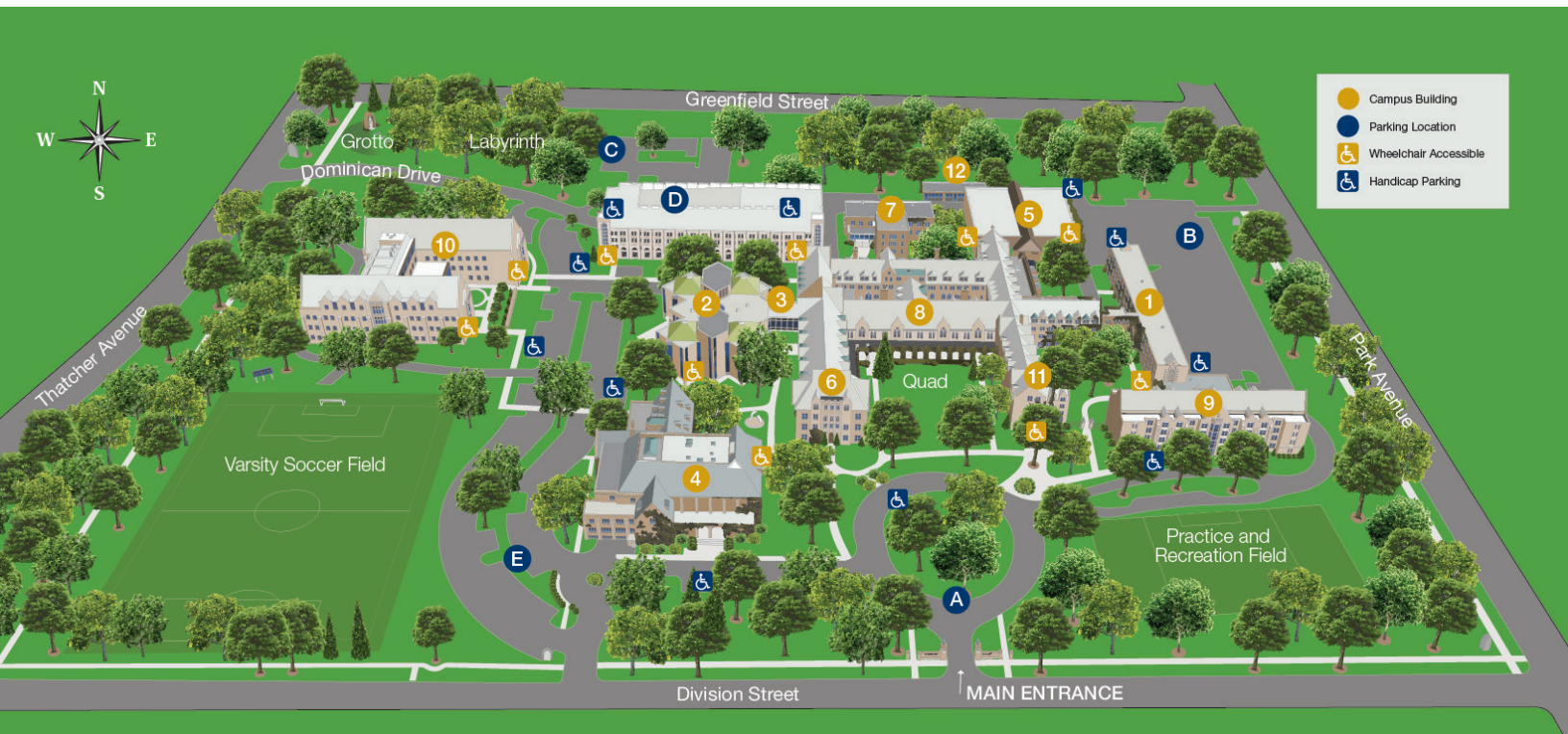
❖ River Forest Public Works

◆ River Forest Community Center

GREEN LINE

**TOWN CENTER**

# Dominican University Main Campus



1. **Coughlin Hall**  
Coughlin Commons  
Residence Hall  
Student Life  
Welcome and Information Desk  
Wellness Center
2. **Rebecca Crown Library**  
Butler Children's Literature Center  
Cyber Café  
Office Services/Mailroom  
Springer Suite  
Welcome and Information Desk
3. **Rebecca Crown Library Link**  
Academic Advising  
Archives and Special Collections  
College of Applied Social Sciences  
    School of Education  
    School of Information Studies  
    School of Social Work  
Dean of Students  
Student Success and Engagement
4. **Fine Arts Building**  
Box Office  
Lund Auditorium  
Eloise Martin Recital Hall  
Performing Arts Center  
Sienna Center  
Slate Lobby

5. **Igini Sports Forum**
6. **Lewis Memorial Hall**  
Admissions  
Auxiliary Services  
Brennan School of Business  
Bursar/Student Accounts  
Business Office  
Civic Learning  
El Centro  
Enrollment Management and Marketing  
Financial Aid  
Human Resources  
Lewis Lounge  
Mulroy Lounge  
O'Connor Art Gallery  
Office of Diversity, Equity and Inclusion  
Office of the President  
Registrar  
Rosary College of Arts and Sciences  
Study Abroad  
Support Center  
Title V  
Technology Center  
Welcome and Information Desk
7. **Magnus Arts Center (MAC)**  
Sr. Nona McGreal Center for Dominican Historical Studies  
External Engagement

8. **Mazzuchelli Hall**  
Admission Operations  
Cloister Walk  
Dining Hall  
Interfaith Prayer Room  
Mothers' Room  
Noonan Reading Room  
Residence Hall  
*entrance through Coughlin Commons*  
Rosary Chapel  
*entrance through Lewis Memorial Hall*  
Social Hall  
The Underground  
University Ministry
9. **Murray Hall**  
Residence Hall  
*entrance through Coughlin Commons*
10. **Parmer Hall**  
Academic Enrichment Center  
Bluhm Science Center  
Bluhm Lecture Hall  
Borra Center for Teaching and Learning Excellence  
Borra College of Health Sciences  
Christopher Nutrition Sciences Center  
Disability Support Services  
Founders' Court

- Office of the Provost  
MacNeil School of Nursing  
Shaffer Silveri Atrium  
Welcome and Information Desk
11. **Power Hall**  
Alumnae/i Relations  
Athletics  
Clock Lobby  
Cusack Board Room  
Fitness Center  
Residence Hall  
*entrance through Coughlin Commons*  
Stepan Bookstore  
The "L"  
University Advancement

12. **Office of Marketing and Communications and Enrollment Systems**

## PARKING

- A. Circle Drive  
Visitor Parking
- B. East Parking Lot
- C. Greenfield Parking Lot
- D. Parking Garage  
Bike DU  
Office of Campus Safety  
Physical Plant
- E. West Parking Lot



**DOMINICAN UNIVERSITY**  
Where Learning Demands More

7900 W. Division Street, River Forest, Illinois 60305

Dominican University is proud to be a tobacco-free campus

dom.edu | 708.366.2490

updated 08.22.19





# Dominican University Priory Campus



- 1. Priory**  
South Entrance  
ELS Language Center  
Aula Auditorium  
Dining Hall
- 2. Aquinas Hall**  
East Entrance  
Great Hall  
Head Start Program  
Interfaith Prayer Room  
Mothers' Room  
Priory Reading Room  
Welcome and Information Desk

- 3. St. Thomas Aquinas Garden**
- 4. Goedert Center for Early Childhood Education**
- 5. Priory Courtyard**

- Parking**
- A. East Lot
  - B. Front Lots
  - C. Ring Road
  - D. Village of River Forest Lot

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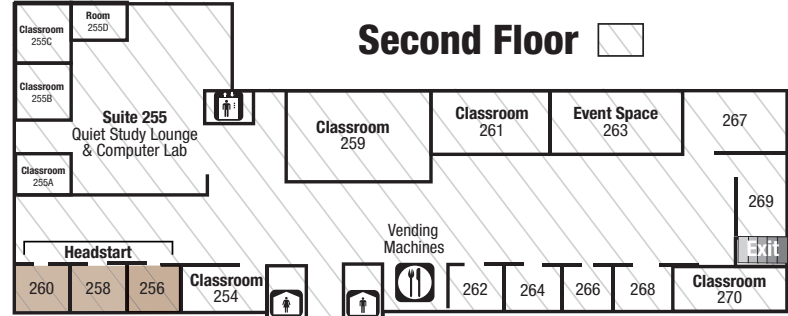
# DOMINICAN UNIVERSITY

7200 W. Division Street  
River Forest, Illinois 60305  
(708) 366-2490 / info@dom.edu  
**dom.edu**

For shuttle request or assistance, please contact, Office of Public Safety at (708) 524-5999.

Classrooms 255 A, B, C

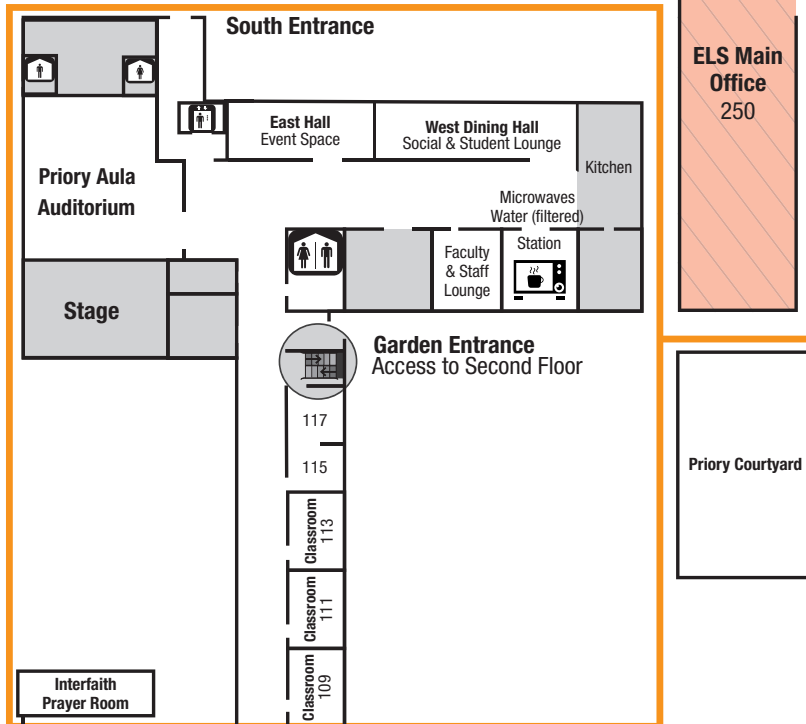
## Second Floor



Wheelchair Accessible



### South Entrance



ELS Main Office 250

### Garden Entrance Access to Second Floor

Priory Courtyard

Interfaith Prayer Room

Priory Reading Room

Main Entrance



Wheelchair Accessible



Mothers' Room

Stairwell to the lower level of Aquinas Hall North Wing  
- Classrooms: 010, 014, 015, 018, 020, 021  
- Entrance to the Great Hall / Student Lounge

## Priory Campus:

### Offices & Departments

- ELS Language Center
- Head Start Program—256, 258 and 260
- CASS MCR instructors room



Rose K. Goedert Center  
Childcare