

# WEST CHICAGO CIVIL SERVICE COMMISSION

## REGULAR MEETING NOTICE

WEST CHICAGO CIVIL SERVICE  
TUESDAY, MAY 10, 2022 AT 5:00 P.M.  
WEST CHICAGO CITY HALL  
COUNCIL CHAMBERS

- (1) Call to Order and Establishment of a Quorum
- (2) Approval of Minutes
- (3) Public Participation
- (4) Old Business
- (5) New Business
- (6) Items for Discussion and Possible Action on
  - Lateral Police Officer Application Process
- (7) Correspondence
- (8) Executive Session
- (9) When Applicable Items to be Referred for Final Action from Executive Session
- (10) Adjournment

# WEST CHICAGO CIVIL SERVICE COMMISSION

## CIVIL SERVICE COMMISSION MINUTES Regular Meeting April 12, 2022

**(1) Call to Order and Establishment of a Quorum.**

Keith announced his official appointment to Chair of the Commission via letter from the Mayor. Keith called the meeting to order at 5:07 p.m. In attendance Keith Letsche, Kevin Millon, Edmond Moore. Chief of Police Colin Fleury and Carol LeBeau also in attendance.

**(2) Approval of Minutes**

The Commission approved the minutes of the meeting on March 8, 2022. Edmond made a motion to approve seconded by Kevin. Motion carried.

**(3) Public Participation**

None.

**(4) Old Business**

None.

**(5) New Business**

None.

**(6) Items for Discussion and Possible Action on**

The Commission reviewed the Resolution to amend the Civil Service Rules and Regulations. Kevin motioned to adopt the Resolution and Edmond seconded. Motion carried.

**(7) Correspondence**

None.

**(8) Executive Session**

None.

**(9) When Applicable Items to be Referred for Final Action from Executive Session**

**(10) Adjournment.**

Motion made by Edmond and seconded by Kevin to adjourn the meeting. Motion carried and meeting adjourned at 5:15 p.m.

Respectfully submitted,

Carol LeBeau  
Human Resources Coordinator



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**CITY OF WEST CHICAGO  
CIVIL SERVICE COMMISSION  
POLICE OFFICER  
LATERAL APPLICATION**

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APRIL 15, 2022  
CITY OF WEST CHICAGO  
475 Main St., West Chicago, IL 60185

## **City of West Chicago Lateral Appointment to Police Officer**

### **Minimum Requirements and Qualifications**

Applicants for lateral appointment to the position of police officer must meet the following minimum requirements and qualifications at the time of application:

- Full-time sworn officer of a Police Department in any municipality, county, university, or State law enforcement agency, provided they are certified by the Illinois Law Enforcement Training Standards Board and are actively employed with a respective law enforcement agency within the State of Illinois.
- Applicants must provide documentation to show their duties are qualified duties similar to those of a police officer in the City of West Chicago. This will be completed through a combination of a review of employee evaluations, past and current assignments, and training documentation. Also, documentation must be provided showing that the applicant has fulfilled the Illinois Police Training Act requirements.
- Must be a legal resident of the United States;
- Individuals must be at least 21 years old;
- Education - High school graduate or equivalent thereof;
- Possess a Valid Driver's License;
- Must agree to comply with all requirements of the position and possess the ability to pass all pre-employment examinations and training requirements.
- Furnish upon request, a copy of the following: Birth Certificate, High School diploma or G.E.D., transcripts and diplomas of higher learning, training certificates, Naval or Military Service Board and Discharge Papers (DD214), professional licenses, a resume, documents confirming work experience, employee evaluations, and any other related material as requested or required.

### **Selection Process**

- A completed Application and Experience Verification Documents
- Interview with the Civil Service Commission and West Chicago Police Department Command Staff
- Background Investigation to include criminal history, integrity interview, reference and credit check
- Pre-employment Medical examination, including drug screen and functional screen
- Polygraph examination
- Psychological examination
- All appointments are subject to a 16-month probationary period.

### **Lateral Entry Eligibility List**

- Applicants who meet the requirements and pass the background check and interview will be placed on a Lateral Eligibility Register. An applicant's placement shall be by alphabetical order of the last name.
- Hiring decisions may be based on the candidate's possession of specific knowledge, skills, and abilities identified during the selection process, making specific candidates more desirable, need dependent, for the position sought to be filled.

## **City of West Chicago Lateral Police Officer Recruitment Overview**

### ***Salary and Benefits***

Salary Range effective 1/1/22: \$74,915 - \$110,796. The starting salary for a lateral hire applicant will be dependent on experience.

The City of West Chicago offers a comprehensive benefits package for employees and their dependents. Blue Cross Blue Shield HMO and PPO plans are offered, including vision and prescription drug programs. Benefit options also include dental insurance, life insurance, flexible spending, Aflac, police pension, 457 deferred compensation plan through Mission Square, and fitness reimbursement for health club membership. Vacation, sick, floating holiday, personal day, safety day, and holiday benefits are also provided.

### ***The Community***

The City of West Chicago has a population of 25,614 people, is located along the western edge of DuPage County, 32 miles from downtown Chicago and spans 15 square miles. West Chicago is situated along Illinois Route 59, which has interchanges at I-88 and I-90 and is home to DuPage Airport, the third-busiest airport in Illinois. Three major rail lines serve West Chicago, and the Metra passenger service provides commuter service to Chicago, with an estimated 600 commuters boarding daily. The City is a diverse, family-oriented community with a rich cultural mix and a proud heritage.

### ***Local Government***

The City operates under a council/manager form of local government. The City Council consists of a Mayor, fourteen Aldermen within seven wards, and an elected City Clerk.

### ***The Department***

The West Chicago Police Department currently has 42 sworn officers and five civilian staff members. The Mission of the West Chicago Police Department is to Protect Life and Liberty, Provide Quality Police Services, and Forge Community Partnerships with Integrity and Professionalism.

There are three divisions in the Police Department: the Office of the Chief of Police, the Patrol Division, and the Investigations/Administrative Division.

The Patrol Division consists of Uniformed Patrol Officers, a Community Service Officer, and a Training Officer.

The Investigations/Administrative Division consists of Detectives, School Resource Officers, Evidence/Property Custodian, the Community Relations Officer, the Administrative Sergeant, and a Social Service Worker.

### **Work Schedule**

Currently, the Patrol Division works 12-hour shifts, which are bid for on an annual basis.

Employees are paid biweekly on Fridays.

**The Civil Service Commission maintains a Lateral Entry Eligibility List and an Initial Eligibility Register of non-certified candidates from which it may select candidates at its discretion.**



**10. List below the names of 3 persons not related to you, whom you have known for at least one year. The City of West Chicago reserves the right to contact the references at any time.**

Name:	Name:	Name:
Address:	Address:	Address:
City, State Zip:	City, State, Zip:	City, State, Zip:
Phone:	Phone:	Phone:
No. of Years Acquainted:	No. of Years Acquainted:	No. of Years Acquainted:

List up to three commercial or business credit references (banks or charge accounts or firms from which you have borrowed money for any purpose).

Name of Firm:	Name of Firm:	Name of Firm:
Address:	Address:	Address:
City, State Zip:	City, State Zip:	City, State Zip:
Type of Business:	Type of Business:	Type of Business:

**Education, Training, Skills**

11. Please complete the following information:

School	Name and Mailing Address of School	Course of Study	Type of Degree or Diploma Received
High School			
Vocational/ Business			
Junior College			
College or University			
Advanced Degree			

12. How many total semester (or equivalent trimester/quarter) college credit hours were successfully completed? \_\_\_\_\_

\_\_\_\_\_

13. List any training, skills, professional licenses, or certificates that you have that pertain to the position for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Military History

14. Are you now or have you ever been a member of the U.S. Military Service? Yes \_\_\_\_\_ No \_\_\_\_\_

15. If yes, in what branch of service do, or did, you serve? \_\_\_\_\_

Date and Location: \_\_\_\_\_

16. Were you Honorably Discharged? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain in detail: \_\_\_\_\_

## Employment History

17. List **ALL** of your previous employers, including any military service, beginning with your current or most recent employer.

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From \_\_\_\_\_ To \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_ Your Title \_\_\_\_\_

Your Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Do you wish us to contact your current employer? \_\_\_\_\_

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From \_\_\_\_\_ To \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_ Your Title \_\_\_\_\_

Your Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Do you wish us to contact your current employer? \_\_\_\_\_

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From \_\_\_\_\_ To \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_ Your Title \_\_\_\_\_

Your Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Do you wish us to contact your current employer? \_\_\_\_\_

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Please list additional employment information on Page 5 or attach a separate sheet of paper, if necessary.



18. Have you ever received formal discipline during your employment as a Law Enforcement Officer, such as a written reprimand, a suspension from duty, loss of pay, etc? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the agency, date of offense, and a description of the disciplinary action:

\_\_\_\_\_

19. Have you ever been discharged or forced to resign from previous employment? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain (include employer's name and address):

\_\_\_\_\_

**Personal History and Conviction Information (for background investigation purposes).** You are not obligated to disclose criminal history records that have been sealed, impounded, or expunged. The City of West Chicago will not automatically reject an applicant who has been convicted.

20. List all names or aliases you have used or have been known by:

\_\_\_\_\_

21. Your Date of Birth \_\_\_\_\_

22. Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration date \_\_\_\_\_

23. Have you ever had a driver's license in any other state? Yes/NO \_\_\_\_\_ Where? \_\_\_\_\_

24. Has your driver's license ever been suspended or revoked, or have you ever been issued a judicial driving permit? Yes/No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

25. Have you ever been convicted of a felony or misdemeanor (excluding minor traffic offenses) in any jurisdiction? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the following information for all convictions:

What jurisdiction? \_\_\_\_\_ Date of offense? \_\_\_\_\_

What type of offense? \_\_\_\_\_

26. Have you ever used marijuana illegally? Yes \_\_\_\_\_ No \_\_\_\_\_

27. When was the last time you used marijuana? \_\_\_\_\_

28. Have you ever used any illegal drug or any legal prescription drug, illegally? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been involved with the sale and/or distribution of illegal drugs? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to any of these questions is yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

29. Have you ever been convicted of an offense at a military court-martial? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**If you wish to clarify any of the answers to the questions in this section, please provide details on Page 5 or attach a separate piece of paper, if necessary.**



**Applicant's Acknowledgment and Authorization**

**Please read this carefully and in its entirety before signing below**

I agree to cooperate with the City of West Chicago Civil Service Commission's (the "Commission") testing program by submitting to the following examinations, as required: pre-screening interview, criminal history check, background investigations, polygraph examination, psychological examination, and physical medical examination. I further agree to furnish the Civil Service Commissioners with the following documents to photocopy: birth certificate, naturalization papers, military discharge papers, school transcripts and diplomas, training certificates, documents confirming work experience, and employee evaluations.

As an applicant for employment with the City of West Chicago, I hereby release and discharge the City of West Chicago (the "City") the West Chicago Civil Service Commission, its authorized representatives and agents, its officers, agents, and employees from any and all claims for damages, loss or injury, which I may have, or which may occur in connection with the processing of my application. I further agree to indemnify and hold harmless and defend the West Chicago Civil Service Commissioners, its authorized representatives and agents, and the City of West Chicago, its officers, agents, and employees from any and all claims for damages, loss, or injury, including death, which may arise or may be alleged to have arisen out of my participation in the process of applying for employment with the City of West Chicago.

I understand and agree that all information furnished in this application may be verified and a background investigation conducted by the West Chicago Civil Service Commissioners or its authorized representative or agent, in conjunction with the requirements of the federal Fair Credit Reporting Act or other applicable law. I hereby authorize all individuals and organizations referred to in this application and any consumer reporting agency or law enforcement organization to give to the West Chicago Civil Service Commissioners and/or the City all information relative to such verification and background check. I also authorize the West Chicago Civil Service Commissioners, its authorized representatives, and agents, and the City, its officers, agents, and employees, to provide to each other any and all information, whether oral or written, obtained during the application and employment process, including information obtained in the course of a background check. Except as required by applicable law, I waive any right I may have to notice from any individuals or organizations named or referred to in this application or any consumer reporting agency or law enforcement organization prior to the release of any information to the City of West Chicago Civil Service Commissioners or the City. I hereby release such individuals, organizations, consumer reporting agencies, law enforcement organizations, the City of West Chicago Civil Service Commissioners, its authorized representatives and agents, and the City, its officers, agents, and employees from any and all resulting liability for any claim or damage arising from the verification and background check process, except such claims which cannot be waived by law.

I understand that submission of this application for employment and its acceptance for consideration does not necessarily indicate that there are positions open and does not in any way obligate the City of West Chicago, Illinois.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and authorize the Commission and the City to verify any of this information. I understand that if anything stated in this application is untrue, my application may be rejected, and my name removed from the Lateral Eligibility Register and that I may be terminated if I am already employed by the City.

\_\_\_\_\_ Date

\_\_\_\_\_ Print Your Name

\_\_\_\_\_ Sign Your Name

**Consumer Report/Investigative Consumer Report  
Disclosure and Release of Information Authorization  
Pursuant to the Fair Credit Reporting Act**

I understand that a consumer report may be obtained by the City of West Chicago in the course of investigating the character and background of its applicants for employment with the City or at any time during the term of employment if I am hired.

I authorize the City of West Chicago, and/or any consumer reporting agency used by them to retrieve information from all personnel, educational institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state, municipal or county level, relating to my past activities, to supply any and all information concerning my background, and release the same from any liability resulting in providing such information. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving history, and criminal history records. Further, I understand that this information may be transmitted electronically and authorize such transmission.

I understand that a Consumer Report or Investigative Consumer Report may be prepared summarizing this information. If my prior employers and/or references are contacted, the report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics, and/or mode of living. I understand that: I have a right to be told if information in my file has been used against me; I have a right to know what is in my file and that I may request and obtain all information about me in the files of a consumer reporting agency with proper identification; I have a right to ask for a credit score; and, I have a right to dispute incomplete or inaccurate information. I understand that requests concerning the information in my consumer report should be directed to the consumer reporting agency.

I hereby certify that all the statements and answers set forth on the employment application form are true and complete to the best of my knowledge. I understand that if, subsequent to employment, any such statements and/or answers are found false, or that information has been omitted, such false statements or omissions will be just cause for the termination of my employment. Further, I understand that no promise of employment is being made by requesting this information. I agree that a photocopy of this authorization be accepted with the same authority as the original, and that if employed by the City of West Chicago, this authorization will remain in effect throughout such employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

To the Credit Reporting Agency

The City of West Chicago certifies that: it has made its written disclosure to the consumer that a consumer report may be obtained; that it has obtained the consumer's prior written authorization; that the information being obtained will not be used in violation of any federal or state equal opportunity law or regulation; and that, before any adverse action is to be taken based on the consumer report, a copy of the report and a summary of the consumer's rights will be provided to the consumer by the consumer reporting agency.

**AMERICANS WITH DISABILITIES ACT  
REASONABLE ACCOMMODATION OF AN APPLICANT**

Under the American with Disabilities Act (ADA), reasonable accommodation must be provided in the application process to enable a qualified applicant to have an equal opportunity to be considered for a job. The City of West Chicago Civil Service Commissioner is obligated to make an accommodation only to the *known* limitation of an otherwise qualified individual with a disability.

**It is the responsibility of the applicant with a disability to inform the City of West Chicago Civil Service Commissioner that an accommodation is needed to participate in the application process. The Commission 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 shall file a written request at least five working days prior to the date the selection step is held for which an accommodation is being sought. Requests for accommodation should be submitted to the City of West Chicago Civil Service Commissioner, City of West Chicago, 475 Main St., West Chicago, IL 60185.**

If any member of the City staff is approached during the initial phase of the selection process by an applicant requesting an accommodation in order to participate in that process, the individual should be referred immediately to the Human Resources Division or Coordinator. The applicant shall be provided with the procedure for requesting a reasonable accommodation.

*City 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 City of West Chicago Civil Service Commissioner.*

