



# Mount Prospect Police Department

911 E. Kensington Road  
Mount Prospect, IL 60056  
(847) 870-5656

Website: [www.joinmppd.org](http://www.joinmppd.org)

**JOHN KOZIOL**  
CHIEF OF POLICE

## LATERAL POLICE OFFICER APPLICANT INFORMATION

Starting Salary: \$77,327 – \$97,410 D.O.Q. (as of 1-1-2022)  
Top Salary: \$105,925

Lateral applications are continuously accepted.  
The next round of applicant review will be January 3, 2022.

Applications and additional information available online at:  
[www.joinmppd.org](http://www.joinmppd.org).

Completed Applications, Cover Letters, and Resumes can be e-mailed to [lateral@mountprospect.org](mailto:lateral@mountprospect.org) or mailed to the Mount Prospect Police Department, Attn: Lisa Schillinger, 911 E. Kensington Road, Mount Prospect, IL 60056.

# BASIC REQUIREMENTS – LATERAL POLICE OFFICER VILLAGE OF MOUNT PROSPECT

1. **LATERAL CANDIDATE**      The Candidate must, at the time of application, be certified by the Illinois Law Enforcement Training and Standards Board, having successfully completed the minimum standards basic law enforcement course required by the Board, or be currently certified as a police officer in another state and capable of receiving certification by the Illinois Law Enforcement Training and Standards Board.  
  
The candidate must, at the time of application, be currently employed on a full-time basis, as a police officer with a regularly constituted municipal or county sheriff's department or state police department for a period of not less than two (2) years and have successfully completed his/her probationary period.  
  
If the candidate for lateral appointment is not currently employed by a qualified law enforcement agency, a candidate is eligible for lateral appointment if the candidate was employed within the last 12 months (or 24 months with Board approval at the request of the Chief of Police), on a full-time basis, as a police officer with a regularly constituted municipal or county sheriff's department or state police department for a period of not less than two (2) years, successfully completed his/her probation period, the separation from the previous employer was voluntary and on good terms, and the candidate continuously maintained status as a certified police officer.
2. **CITIZENSHIP**                      **Must** be a citizen of the United States at the time of filing formal application.
3. **AGE**                                      There is no age limitation for lateral appointments
4. **EDUCATION**                          High school diploma or GED, and  
Not less than sixty (60) college semester hours **or** its equivalent as stated below:  
  
**A full twenty-four (24) months of service as a full-time certified police officer shall equate to sixty (60) college semester hours.**
5. **DRIVER'S LICENSE**                  Must possess a valid driver's license at the time of Application. Must secure a valid Illinois driver's license within the first 6 months of employment.
6. **PHYSICAL ABILITY TEST**          After a conditional offer of employment, candidates must pass the Illinois Law Enforcement Training and Standards Board Peace Officer Wellness Evaluation (POWER) Test. This test will be conducted at the MPPD.
7. **VISION**                                  Corrected to 20/40 in the poorer eye and 20/25 in the better eye. Proper color, peripheral vision. Uncorrected vision worse than 20/200 requires an ophthalmologist report, prior to hire, to certify the condition of the retina, the applicant's ability to function as a police officer, and the applicant understands the potential harm from the rigors of police work.

## **LATERAL HIRING PROCESS**

A comprehensive prescreening of all lateral applications will be conducted by the Department's Command Staff. Selected applicants will be invited for an Oral Interview with members of the Command Staff. After Command Staff interviews, selected candidates may be invited to participate in a Background Investigation, a Polygraph Examination, and an Oral Interview with the Board of Fire and Police Commission (BOFPC). After the oral interview with the BOFPC, selected candidates will be placed on a Lateral Appointment Eligibility List in the order of their relative excellence as determined by the BOFPC. Candidates on the Eligibility List will remain on the list for a period of one year. The names of additional candidates can be added to the list at any time by the BOFPC and can be slotted into the list based on their relative excellence without preference for the time of application filing.

**ADDITIONAL TESTING:** Upon conditional offer of employment, candidates will be administered additional pass/fail tests including a physical aptitude test (POWER Test), psychological assessment, medical exam with drug screening,

**BACKGROUND INVESTIGATION:** All applicants will be required to sign a "Waiver and Authorization to Release Information." Background investigations consist of a complete criminal history check at the national, state, and local level; a complete traffic history at the state and local level; a review of employment history with prior and current employers; education verification; military discharge status verification (if applicable); credit history check; a personal interview with your spouse (if applicable); interviews with at least three (3) personal references; and any other persons who can speak to an applicant's character.

**NOTE:** Convictions for traffic or misdemeanor offenses may not result in automatic disqualification for employment as a police officer. Verified convictions for any felony and certain misdemeanor offenses shall result in disqualification.

**\*\*\*CANDIDATES MUST SUBMIT BOTH A COVER LETTER AND A RESUME WITH THEIR COMPLETED APPLICATIONS TO BE CONSIDERED FOR THIS POSITION\*\*\***

If you have any questions not answered or covered in this information packet, please telephone the Police Chief's Executive Assistant, Lisa Schillinger, at (847) 818-5235, Monday through Friday between 8AM – 4PM.

## SALARY & BENEFITS

### STARTING SALARY RANGE FOR LATERAL APPOINTMENTS

Effective 1/1/2022

\$77,327 to \$97,410 D.O.Q.

**Top Salary: \$105,925 available after 6 years of full-time certified police service.**

#### ADDITIONAL COMPENSATION OPPORTUNITIES

- **CERTIFIED POLICE OFFICER PAY - \$2,800 ANNUALLY**

Provided to officers upon certification from the Illinois Law Enforcement Training and Standards Board.

- **SPECIALTY PAY**

Investigator - \$3,000

Evidence Technician - \$850

Foreign Language Interpreter - \$550

Field Youth Officer - \$650

Breathalyzer Operator - \$650

Accident Investigator - \$650

Range Officer - \$450

Fire/Arson Investigator - \$650

Police Training Officer - \$1,000

Truck Enforcement Officer - \$450 Drug Recognition Expert Officer - \$650

- **LONGEVITY PAY ANNUALLY AFTER 5 YEARS OF SERVICE WITH THE MPPD.**

- **UNIFORM ALLOWANCE YEARLY** - Note: Upon hire, employees will receive their first two (2) years of uniform allowance. Thereafter, it is paid according to the union contract. Currently, \$650 annually.

#### BENEFITS

- **INSURANCE PROGRAM**

Several excellent program options of health and insurance currently exist in the Village of Mount Prospect. A life insurance policy is provided equivalent to the officer's current base salary rate with an option for the employee to purchase up to an additional \$300,000 at excellent rates.

- **PENSION PLAN FOR POLICE OFFICERS**

#### BENEFIT TIME (PAID TIME OFF)

- **5/2-5/3 WORK SCHEDULE (DAYS AND AFTERNOONS), 5/3 WORK SCHEDULE (MIDNIGHTS)**

- **VACATION PROGRAM**

Up to 6 months of service – 40 hours

6 months to 1 year – 40 hours

1 year to 5 years – 80 hours

23 days paid vacation after (20 + years)

- **PERSONAL TIME**

6 personal days off per year with pay

- **HOLIDAYS**

8 automatically paid holidays

(If worked, an additional 4 hours premium pay)

- **SICK LEAVE**

Employees earn 1 day per month and may accumulate up to 96 days.

- **BEREAVEMENT LEAVE**

3 days leave with pay are available upon the death of anyone in the immediate family.

- **RESIDENCY**

The Mount Prospect Police Department has no residency or geographical boundary requirement prior to employment. Six months following hire a non-resident of Illinois is required to relocate within the state since a valid Illinois driver's license is a requirement of the position.