



# Mount Prospect Police Department

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

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

**MICHAEL ETERNO**  
CHIEF OF POLICE

## POLICE OFFICER APPLICANT AND ORIENTATION INFORMATION

### TESTING SCHEDULE

**Pre-Application Deadline**  
**May 7, 2024, at 5PM**

Visit [joinmppd.org](http://joinmppd.org) to download the preliminary application

*\*Late applications will not be accepted*

**Orientation / Written Test**  
**May 18, 2024**

Applicants must check in between 7:00 – 7:45am at  
The Mount Prospect Police Department

**Stay after the test for a station tour and MPPD merch!**



## 2024 TESTING SCHEDULE

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**MARCH 25, 2024**

### **Testing Cycle Opens**

Applicants may begin the testing process and must submit a one-page preliminary application form located at [joinmppd.org](http://joinmppd.org) by the deadline date to be eligible to take the written examination

**MAY 7, 2024**

### **Preliminary Application Deadline**

Due by 5pm (C.D.T.) – **No late applications will be accepted**

*\*Application and information packet can be found at [joinmppd.org](http://joinmppd.org) and at the [Police Department Front Desk](#) 911 E Kensington Rd, Mount Prospect, IL 60056*

**MAY 18, 2024**

### **Mandatory Orientation/Written Exam**

Orientation and written examination to be held at the Mount Prospect Police Department Community Room  
911 E Kensington Rd  
Mount Prospect, IL 60056

#### **Registration 7am – 7:45am**

*\*Applicants must show a valid driver's license or photo identification at the time of registration for the written examination*

**MAY 22-24, 2024**

### **Notifications/Invitations sent**

Candidates will be notified if they have received a passing written score. Candidates who successfully pass the written exam and who are selected to advance to oral interviews will be invited by the Mount Prospect Police Department to continue in the testing process. Those who do not pass will also be notified.

**MAY 31, 2024**

### **Employment Applications Due**

Upon being invited to continue in the testing process, candidates will be emailed a Village of Mount Prospect employment application. All applications must be returned to Lisa Schillinger via email(preferred), or US Mail as stated below:

Email:      [policeofficer@mountprospect.org](mailto:policeofficer@mountprospect.org)

or

US Mail      *Mount Prospect Police Department  
Attn: Lisa Schillinger  
911 E Kensington Rd  
Mount Prospect, IL 60056*

**WEEK OF JUNE 10-14, 2024**

### **Oral Interviews**

Candidates who qualify will be invited to in-person oral interviews with the Mount Prospect Board of Fire and Police Commissioners. Exact dates and times will be determined and communicated to qualified candidates.

**BASIC REQUIREMENTS - POLICE OFFICER**  
**VILLAGE OF MOUNT PROSPECT**  
**Equal Opportunity Employer - M/F**

1. **CITIZENSHIP** Must be a citizen of the United States at the time of filing formal application.
  
2. **AGE** All applicants must have attained the age of twenty (20) years but not more than thirty-five (35) years old by the date of preliminary application filing.  
  
**U.S. military veterans** can exceed the maximum age limitation by the number of years of active military service, but not more than ten (10) years of service.  
  
**Auxiliary police officers** (65 ILCS 5/3.1-30-20) with at least 5 years of service and under the age of 40 years.  
  
**The age limitation does not apply to any applicant:**
  - Previously employed as a police officer in any municipal department, or
  - Previously employed as a sworn officer of the **Illinois State Police**, or Who has **served as a deputy** under Section 3-6008 of the Counties Code (attended a law enforcement academy—excludes corrections and court officers academy), and otherwise meets necessary training requirements of a police officer established by the Illinois Law Enforcement Training and Standards Board.
  
3. **EDUCATION** High school diploma or GED, and Not less than sixty (60) college semester hours or its equivalent as stated below:
  - A. Thirty (30) college equivalency semester hours for each full twelve (12) months of non-disability service as a police officer with another full time, officially constituted and sanctioned police department in the United States. \*(A full twenty-four (24) months of such service shall equate to sixty (60) college semester hours.)
  
  - B. Thirty (30) college equivalency semester hours for each full twelve (12) consecutive months of active military duty for the United States. This shall not apply to persons who were not honorably discharged or who were convicted by court martial or other legal process for disobedience of orders or crimes in the military, which are the substantive equivalent of the crimes set forth under Chapter 2, Section 1(d) of these rules and regulations. \*(A full 24 months of such service shall equate to sixty(60) college semester hours.)
  
  - C. Ten (10) hours of college equivalency credits for each full twelve (12) months of employment as a community service officer up to a maximum of twenty (20) hours.

- D. Maximum Thirty (30) college equivalency semester hours for demonstrating fluency in any language prevalent in the Mount Prospect Police Service Area, other than English, as determined by the most recent U.S. Census Bureau statistics. Fluency shall mean a clearly demonstrated ability to read, speak, and understand the language. The Board shall be the sole judge of whether a language is prevalent in the Mount Prospect Service Area and whether fluency has been clearly demonstrated. The Board may retain a testing agency to advise as to specific language prevalence and for standards and evaluation of fluency.
- E. Twenty (20) hours of college equivalency semester hours for each full twelve (12) months of trade apprenticeship experience.

4. **DRIVER'S LICENSE** Must possess a valid driver's license at the time of Preliminary Application. Must secure a valid Illinois driver's license within the first 6 months of employment.

5. **PHYSICAL ABILITY TEST** Must satisfy physical aptitude requirements of the Illinois Law Enforcement Training and Standards Board Peace Officer Wellness Evaluation (POWER) Test.

The following vendors are approved by the Mount Prospect Board of Fire and Police Commissioners to administer and provide POWER Test certificate cards to applicants:

- NIPSTA – 2300 Patriot Blvd, Glenview IL 60026 <https://il-nipsta.civicplus.com/>
- Triton College – 215 Houbolt Rd, River Grove IL 60171 <https://www.triton.edu/>
- Joliet Junior College – 2000 Fifth Ave, Joliet IL 60431 <https://jjc.edu/about-jjc/places-interest/power-testing>

*\*Candidates must provide proof of physical ability via a valid POWER test card by time of the conditional offer of employment*

6. **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.

7. **MISCELLANEOUS** **THERE IS NO EXCEPTION OR EXEMPTION FROM ANY REQUIREMENT.**

**THE PRELIMINARY APPLICATION FORM MUST BE RECEIVED NO LATER THAN **MAY 7, 2024(C.D.T.)**.**

**APPLICATION AND WRITTEN TEST REGISTRATION ARE AVAILABLE ONLINE AT [joinmppd.org](http://joinmppd.org)**

## **TESTING PROCESS INFORMATION**

The Board of Fire & Police Commissioners (BOFPC) will determine the number of top written scores and ties to proceed to the initial **ORAL INTERVIEW** phase. At the BOFPC's discretion, sworn police officers may be called to the first round of oral interviews provided the candidate achieves a minimum written examination score of 70 or more. All other individuals scoring 70 or greater on the written examination will remain in a pool and be called in groups based on rank order for the oral interview phase, if, and when needed.

Individuals proceeding to the oral interview phase must attain an overall score of 70 or higher when both the written and oral scores are combined and averaged. Successful individuals will be placed on an eligibility list and called for additional testing as vacancies occur. The candidate pool will remain in effect for 2 years from the posting of the initial eligibility list or until exhausted, whichever comes first. The BOFPC may vote to extend the eligibility list for an additional year.

**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.

**POLYGRAPH EXAMINATION:** All applicants will be required to undergo polygraph examination by a certified testing vendor after selection from the eligibility list.

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

**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.

**APPLICANTS SHOULD BE AWARE THAT SENSITIVE OR CONFIDENTIAL ASPECTS OF THEIR PERSONAL LIFE MAY BE EXPLORED.**

## SALARY & BENEFITS

### **SALARY RANGE**

**Effective 1/1/2024**

**\$78,219 to \$117,247**

- **CERTIFIED POLICE OFFICER** - Starting salary may be negotiated for persons with prior police experience. Certified Police Officers with at least two years of experience are encouraged to apply through the Lateral Police Officer process at [www.joinmppd.org](http://www.joinmppd.org).
- **COMMUNITY ENGAGEMENT PAY - \$500 ANNUALLY**  
Officers receive Community Engagement Pay of \$500 annually
- **SPECIALITY PAY**

Investigator	\$3,200 (\$3,300 effective 1/1/25)
Foreign/Sign Language Interpreter	\$650
Evidence Technician	\$1,000
Drone Operator	\$650
Drug Recognition Expert	\$650
Field Youth Officer	\$650
Range Officer	\$450
Truck Enforcement Officer	\$450
Accident Investigator	\$650
Fire/Arson Investigator	\$650
Field Training Officer	\$1,000
- **LONGEVITY PAY ANNUALLY AFTER 5 YEARS OF SERVICE**
- **UNIFORM ALLOWANCE YEARLY** - Note: Upon hire, employees will receive their first two (2) years of uniform allowance (currently \$1700). Thereafter, allowances are paid according to the union contract.

### **BENEFITS**

- **INSURANCE PROGRAM**  
Several excellent program options of health and insurance currently exist in the Village of Mount Prospect. An annual salary equivalent life insurance policy is provided with an option for the employee to purchase an additional \$300,000 at excellent rates.
- **PENSION PLAN FOR POLICE OFFICERS**

### **BENEFIT TIME (PAID TIME OFF)**

- **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 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
- **RESIDENCY**  
The Mount Prospect Police Department has no residency or geographical boundary requirement prior to testing. 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.

**VILLAGE OF MOUNT PROSPECT**

**BOARD OF FIRE AND POLICE COMMISSIONERS**

**STATEMENT OF POLICY**

It is the express policy of the Village of Mount Prospect and the Board of Fire and Police Commissioners to recruit, select, hire, retain and promote the most qualified available persons for positions in the Mount Prospect Police Department without regard to race, color, religion, sex, age, national origin or disability (except where specific requirements constitute a bonafide occupational qualification). In keeping with this policy, the Village of Mount Prospect and the Board of Fire and Police Commissioners commit themselves to ensure that all of the functions which they perform are administered in a responsible manner in conformance with the law, public policy and the policy expressed by the Equal Employment Opportunity Plan of the Mount Prospect Police Department.