



# Lake Forest Police Department

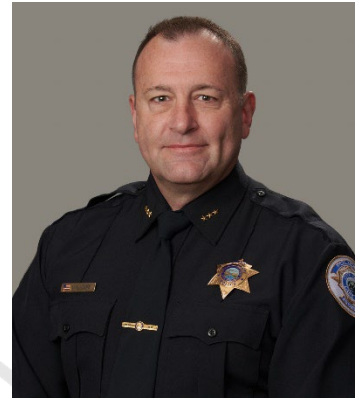
2023 Entry Level Police Officer Orientation Packet

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## MESSAGE FROM CHIEF KARL WALLDORF

Thank you for taking the time to consider serving with the Lake Forest Police Department. Policing is a challenging and noble profession deeply rooted in the belief that motivated men and women can work together to make our society safer and more just. We strive to hire individuals with a strong work ethic, respect for others and the law, and a passion for public service.



Founded in 1894, our department has many qualities candidates actively seek. We provide superior pay, a generous benefits package, and an excellent pension. We offer access to numerous special assignments and provide a level playing field to compete for promotion and assignment to several task forces. In addition, we furnish industry-leading training, tuition reimbursement opportunities, and quality equipment.

We endeavor to actively and frequently engage residents from every segment of our community. We are fortunate to serve a city that appreciates and respects its police force, and we work hard to earn and retain their consideration. Every day we work alongside some of the best police departments in the state and collaborate with a first-rate State's Attorney's Office, Sheriff's Office, regional crime lab, and court system.

I encourage you to take the time to carefully read through our orientation packet. The Lake Forest Police Department is a great place to start your career in an amazing profession that makes a positive difference in people's lives every day. Thank you for your interest, time, and effort as you begin your law enforcement journey.

Best regards,

Chief Karl Walldorf

## INTRODUCTION

Welcome to our online orientation presentation. To reach a larger applicant pool and provide an opportunity to potential candidates who may still be away at school, deployed overseas in the military, or working another job, the Lake Forest Police Department is providing this online orientation document as a means to remotely fulfill the mandatory orientation meeting requirement.

To begin the Entry-Level Police Officer hiring process, every applicant must: meet all the minimum employment requirements, accomplish the mandatory orientation meeting requirement by reading this document, submit a completed online application, and pass the online examination by July 31, 2023, at 11:59 pm. Successful completion of all of these steps qualifies you to proceed to the next phase of the selection process.

*...every applicant must: meet all the minimum employment requirements, accomplish the mandatory Orientation meeting requirement by reading this document, and submit a completed online application.*

Within the online application you will be required to attest that you successfully meet the requirements listed and have read the entire orientation document. Any applicant who does not read the orientation document will not qualify to move forward in the process. The orientation packet contains vital information for you to successfully participate in the hiring process. The Table of Contents page facilitates quick referral to any section in the document, as section titles are hyperlinked to their page.

As the decision to become a police officer also impacts your family members, feel free to share and discuss this information with them. If, after reading the entire document, you still have questions, submit them via email to: [HR@cityoflakeforest.com](mailto:HR@cityoflakeforest.com)

There are several informational hyperlinks throughout this document. While you are not required to read all materials or respond to every link, they are offered as a convenience and resource to clarify, inform, and answer questions. These links provide statutes, rules, mapping, and email resources to assist you. We welcome you to the Lake Forest police officer testing process and wish you the best.

## MANDATORY MINIMUM EMPLOYMENT REQUIREMENTS & DISQUALIFIERS

Before proceeding with the orientation, please read these next two pages to ensure you are eligible to participate in the testing process. This requires compliance with the “mandatory minimum employment requirements and disqualifiers” listed.

### MANDATORY MINIMUM EMPLOYMENT REQUIREMENTS

- Age requirements: Minimum of 21 years of age and under 35 years of age by July 31, 2023, unless otherwise exempt by Illinois statute (65 ILCS 5/10-2.1-6). Link to: [State statute age and exemptions](#)
- Must be a U.S. Citizen or qualified as a “protected individual” pursuant to federal code 8 U.S.C. §1324b(a)(3)(B). Link to: [Federal "protected individual" definition](#)
- Must possess or be able to obtain a valid driver’s license.
- Education minimum: High school diploma or equivalent.
- Undertake and successfully complete all phases of the background process.
- Successfully pass the physical ability Peace Officer Wellness Evaluation Report (POWER).
- Your certified POWER test card must be valid within 12 months preceding the candidate’s oral exam with the BFPC.
- Link to: [Illinois POWER Test Chart](#)



## EMPLOYMENT DISQUALIFIERS

- Criminal conviction for a felony crime, or certain misdemeanors as defined by Illinois statute (65 ILCS 5/10-2.1-6). Link to: [State statute criminal conviction disqualifiers](#)
- Previously dismissed from any public service for good cause.
- Failure of any portion of the examination process, including but not limited to a medically provided drug screening.
- Falsification of any part of the employment application or documentation.
- Anyone who is currently using narcotics or drugs, or who is addicted to narcotics, drugs, or intoxicating beverages and is not currently in a rehabilitation program.

## DRUG-FREE WORKPLACE

- The City of Lake Forest and the Lake Forest Police Department strongly believe in the tenets of a drug-free society and workplace. Applicants found using illegal drugs or abusing legal drugs at any time during any phase of the process will be deemed unsuitable for employment with the Police Department.

*Past drug use will not automatically disqualify a candidate from further consideration. However, it is imperative that applicants be completely honest...*

- The City understands some otherwise qualified applicants may have used illegal drugs at some point in their past. Past drug use will not automatically disqualify a candidate from further consideration. However, it is imperative that applicants be completely honest about past drug use at each stage of the process, beginning with the application for employment.
- Any candidate found deliberately misrepresenting his/her drug history in connection with their application will be found unsuitable for employment and will be automatically disqualified.

## APPLICANT REASONABLE ACCOMMODATION REQUEST NOTIFICATION (ADA)

- 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 the job. The City of Lake Forest is obligated to provide accommodation only to the known limitations of an otherwise qualified individual.
- It is the responsibility of the applicant to inform the City that accommodation is needed to participate in the selection process. The City is not required to provide accommodation if unaware of the need. An applicant seeking an accommodation for **any** step of the initial selection process (i.e. POWER physical ability test, written examination, interviews) shall file a written report, including applicable documentation, to the Director of Human Resources at least five business days prior to the date the selection process step is held, for which an accommodation is being sought. Send an email to: [HR@cityoflakeforest.com](mailto:HR@cityoflakeforest.com)
- If a member of City staff is approached during any phase of the selection process by a candidate requesting accommodation in order to participate in that process, the candidate should be immediately referred to the Director of Human Resources. The Director shall provide the applicant with the procedure for requesting 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 Director of Human Resources.
- Reasonable accommodations are granted on a case-by-case basis. Each request will receive an individualized assessment.

## CITY OF LAKE FOREST - OVERVIEW

Located along the western shore of Lake Michigan approximately 33 miles north of downtown Chicago and 56 miles south of Milwaukee, the City of Lake Forest is home to 19,367 residents. Situated within Lake County, Illinois, the City covers 17.2 square miles and is part of the greater Chicagoland metropolitan area, specifically the “North Shore” region. The City of Lake Forest is an upscale community characterized by a first-rate, service-driven municipal government, substantially higher than average household earnings, excellent educational opportunities derived from a significant number of private and public schools, and a strong belief in our four founding cornerstones: Family, Education, Tradition, and Philanthropy.

Lake Forest was incorporated as a City under a special charter granted by the Illinois state legislature in 1861. The City operates within a council-manager form of government, with day-to-day operations in the hands of a full-time, professional City



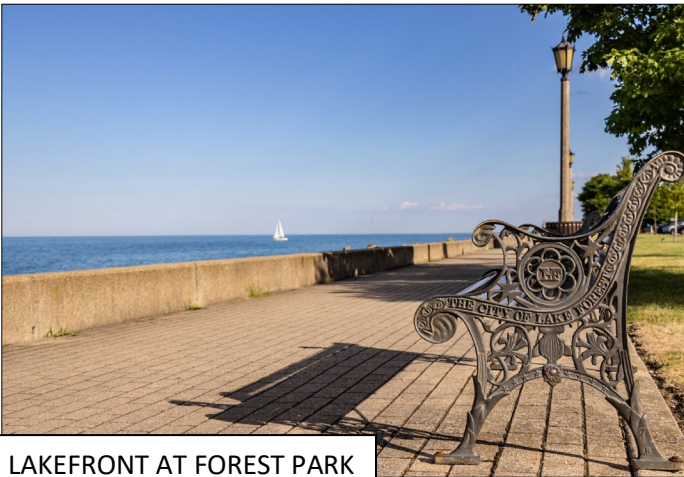
Manager who is appointed by the Mayor with the approval of the City Council. The elected City Council is the legislative and policy-making body which includes the Mayor and two Alderpersons from each of the City's four wards.

In addition to police, fire, public works, community development, and other municipal departments, the City provides excellent facilities for seniors (Dickinson Hall) and youth (CROYA), offers Lake Michigan beachfront amenities, and an 18-hole golf course



(Deerpath). We are home to many quality private and public educational institutions including Lake Forest Academy, Lake Forest High School, and Lake Forest College.

Lake Forest has a dynamic economic base and boasts a newly constructed medical center and expanded campus for Northwestern Medicine - Lake Forest Hospital. Conway

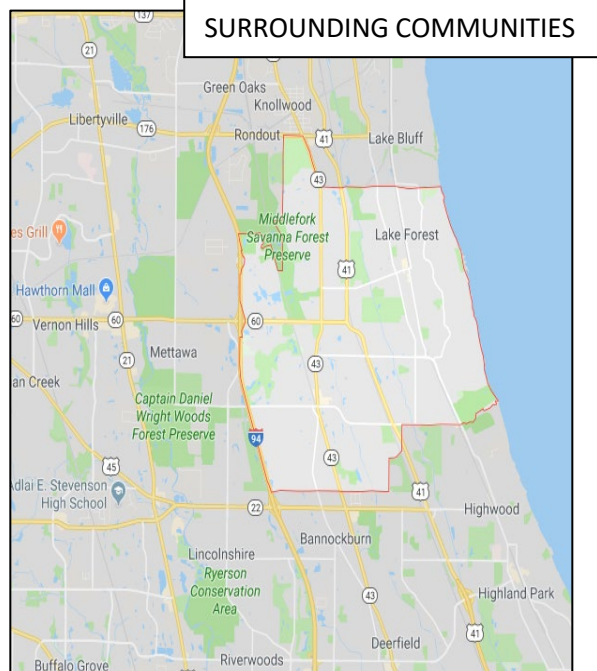


LAKEFRONT AT FOREST PARK

Park Business Center on the west side of the City is home to several major businesses including Consumer Credit Union, Trustmark, Packing Company of America, Abbott, Pfizer, and the Chicago Bears. A vibrant, small business community with several restaurants, retail establishments, and a boutique hotel are encompassed within the downtown Central Business District on the

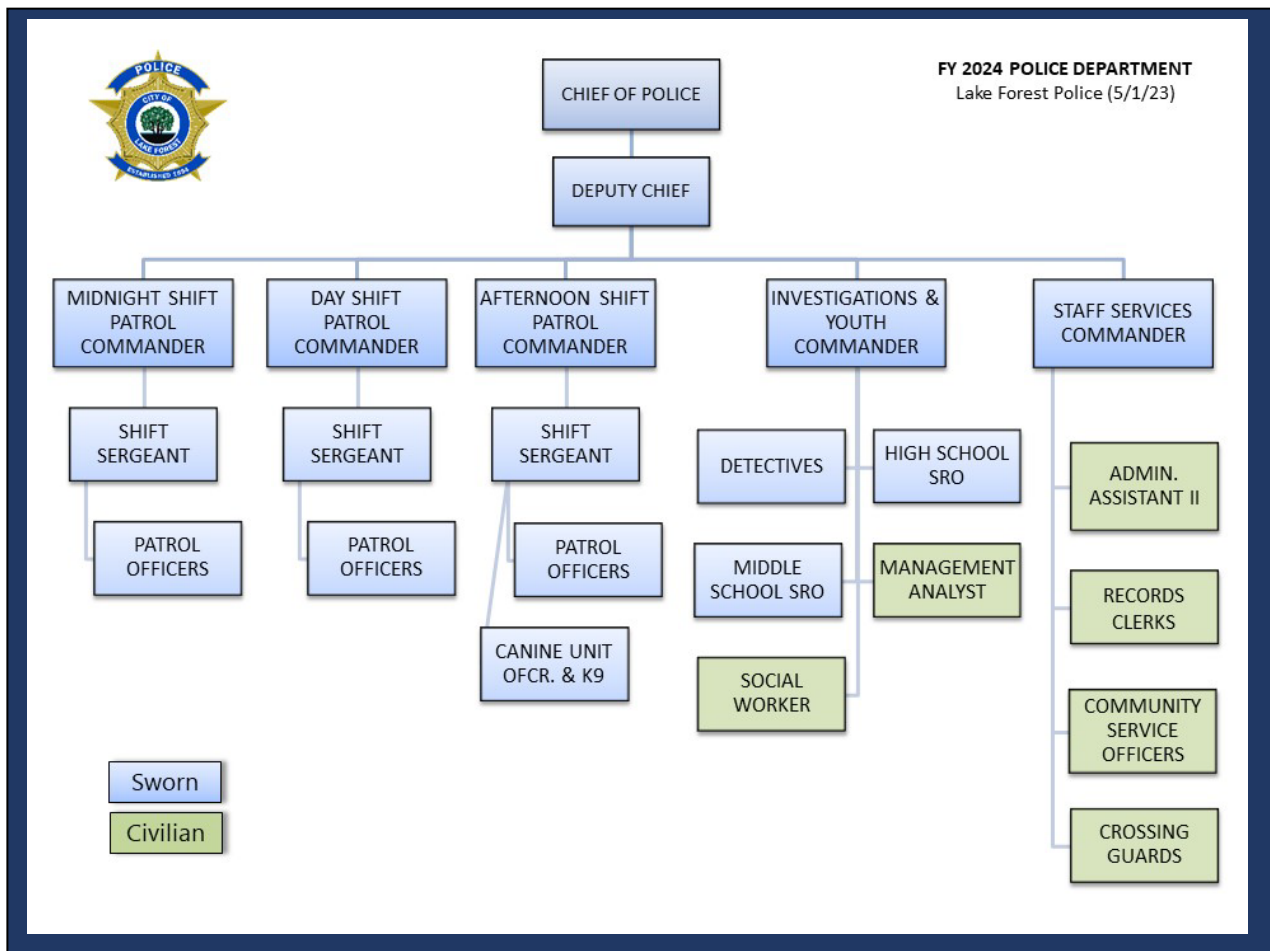
City's east side. Two Metra train stations are located within City limits and provide service on the Milwaukee District North and Union Pacific North rail lines.

Our neighboring communities include Highland Park, Highwood, Bannockburn, Lake Bluff, Mettawa, Deerfield, and Libertyville. We are a City that values our rich heritage, preserves our natural open spaces and historic structures, and constantly looks to improve life for our residents, employees, and visitors. Additional City information is located here: [City of Lake Forest](http://www.cityoflakeforest.com)



## LAKE FOREST POLICE DEPARTMENT – OVERVIEW

The Lake Forest Police Department, established in 1894, is currently comprised of 40 full-time sworn officers and 17 non-sworn employees. Generally, twenty-five officers are deployed into three patrol shifts. Five officers serve as detectives or school resource officers and the remaining ten officers are supervisors of the rank of Sergeant and above. Many opportunities for internal and external specialty assignments exist for sworn officers. A list of specialty assignment opportunities is located in the “Additional Hiring Information” section.





Core services provided by the Department include patrol operations, traffic enforcement, traffic crash investigation, community service activities, criminal investigations, and youth services. Law enforcement services are provided around the clock, 24 hours daily throughout the year, by three primary patrol shifts.

Adherence to our City's four core values

provides the platform for our law enforcement actions and mission: Trust. Integrity. Respect. Excellence.

Police dispatching services are provided by Glenview Public Safety Dispatch Center via their North operations center located in Highland Park.



Starting salary for a police officer is \$73,546 as of May 1, 2023, with a seven-step pay plan to a top salary of \$109,877. The City offers an excellent benefits package including comprehensive medical, dental, and vision programs, paid vacation and sick time, as well as participation in the Lake Forest Police Department Pension Plan and an optional Section 457 retirement plan.

Additional information about the Police Department may be found here: [Police Department](#)

## SELECTION PROCESS – PHASE ONE: Application

- If you meet the established requirements, **apply online** for the [Police Officer – Entry](#) position. Your application **and** online examination must be completed by **MONDAY, JULY 31, 2023 at 11:59 pm**.
  
- DO NOT lose the Username and Password you create to start the application process. The City of Lake Forest is unable to retrieve these for you.
  - For technical support, contact the NeoGov Toll-Free Applicant Support telephone line at 855-524-5627.
  
- All submitted applications must be complete and contain:
  - Full date of birth to ensure compliance with age restrictions.
  - Complete school and employment history; including all education, periods of unemployment, and all jobs.
  - Completed Waiver and Release of Liability form/s in the application.
  - Equal Employment Opportunity Information form (completion of this form with your application is optional and for general statistical data only).

## SELECTION PROCESS – PHASE TWO: Examination

- Online examination must be completed by **MONDAY, JULY 31, 2023, at 11:59 pm.**
- Lake Forest offers full testing services through the National Testing Network (NTN). To register with NTN and schedule a test, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select 'Find Jobs', then select 'Law Enforcement Jobs' and sign up for Lake Forest.
- When you visit the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:
  - Complete the NTN registration process and schedule your test.
  - Review all information related to the Lake Forest Police Officer job information, including minimum requirements, salary, and benefits.
  - Review detailed information about the testing process. Review the Frequently Asked Questions and take an online practice test (if desired).
  - The online exam assesses cognitive ability and behavioral characteristics, including scenario-based skills assessments that are designed to gauge job-related skills. You do not need to have any firefighting experience, training, or knowledge to successfully complete this exam.
  - The minimum passing score is adjusted from test to test based on a statistical analysis by the testing agency to comply with all applicable State and Federal laws and is supported by appropriate validation evidence.
  - Throughout the testing process, email communications will be the primary contact tool with candidates. Make sure your contact information, including your email address, is accurate on all documents.

- All applicants are required to pass the physical ability POWER test through a certified testing agency within 12 months prior to the September BFPC interviews
  - The Illinois Law Enforcement Training and Standards Board (ILETSB) provides a POWER test chart with detailed test information. A link is here: [State POWER Test Chart](#)
  
- Three area-certified POWER test sites are:
  - NIPSTA (Northeastern Illinois Public Safety Training Academy) Glenview, IL. Website: [NIPSTA](#) or contact (847) 998-8090 x 106
  
  - Triton College, River Grove, IL. Website: [TC POWER test](#) or contact Continuing Education at (708) 456-0300 x 3500.
  
  - Joliet Junior College, Joliet IL. Website: [JJC POWER test](#) or contact Janet Graham at (815) 280-2674.
  
- For those candidates who qualify for the BFPC Interviews, a copy of your valid POWER test card must be brought with you to the interview.



## SELECTION PROCESS – PHASE THREE: Interviews, Lists, Preference Points, and Background

- For those passing the online exam, preliminary interviews will be conducted via Spark Hire, a one-way digital interview. Candidates will be notified directly to complete the one-way interview.
- For those passing the preliminary interviews, a second round of interviews will be conducted with members of the Police Department. These will be brief, in-person interviews. Candidates will be notified of interview dates and asked to self-schedule via email.
- For those passing the in-person interviews, a final interview will be conducted with the Lake Forest Board of Fire and Police Commissioners (Board). Candidates reaching this point will be notified of available dates via email and again requested to self-schedule.
- Those passing the Board interview will be placed on a ranked Preliminary Police Officer Eligibility List, at which point candidates may then apply for applicable preference points. Preference points must be claimed in writing, within ten calendar days after posting of the Preliminary eligibility list.
- There are two categories of preference points, which may be awarded; 1) Veteran's Preference and 2) Education and Training Preference. No preference points shall be awarded to a candidate who does not fully satisfy the criteria for the category.
  - 1) Veteran's Preference. A veteran is a person who is or was "engaged in the active military or naval service of the United States for a period of at least one year" and who either: (i) was honorably discharged from such service, or (ii) is now or hereafter may be on inactive or reserve duty in such military service. No preference points are awarded to a candidate who does not fully satisfy the criteria for a veteran. Preference points under this provision are intended to be consistent with the preference points made available under 65 ILCS 5/10-2.1-8. **(5 preference points)**

- 2) Education and Training Preference. A candidate who fully satisfies the criteria for one or more of the categories listed next may receive preference points for “education and training”. Only ONE of the categories below may be awarded preference points.
  - Associate’s Degree. Must have successfully obtained an associate’s degree in criminal justice or law enforcement from an accredited college or university. No candidate may claim preference points under this category who also qualifies for Veteran’s Preference points. **(3 preference points)**
  - Bachelor’s Degree. Must have successfully obtained a bachelor’s degree from an accredited college or university. No candidate may claim preference points under this category who also qualifies for Veteran’s Preference points. **(5 preference points)**
  - Law Enforcement Training. Must have been awarded a certificate of completion of the Minimum Standards Basic Law Enforcement Training Course and is currently serving as a law enforcement officer in Illinois (whether part-time or full-time). Law Enforcement Training preference points may be awarded in addition to any Veteran’s Preference points. **(5 preference points)**
- Following the awarding of applicable preference points, a ranked Final Police Officer Eligibility List is then established.
- As authorized police officer positions become available, Lake Forest Police detectives will begin an extensive background process and conduct an integrity interview. The top three candidates on the list will be chosen to move into this portion of the process.



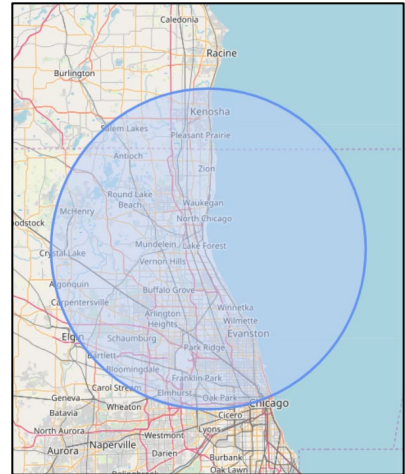
## SELECTION PROCESS – PHASE FOUR: Conditional Offer and Additional Testing

- The Board of Fire and Police Commissioners will extend a conditional job offer to the top candidate who successfully completes the previous steps.
- This conditional offer is predicated on the candidate passing the next series of tests, including a polygraph, background checks, behavioral analysis, and a medical exam. The medical exam includes a drug screen.
- Once the candidate has completed and successfully passed all tests, a start date for employment as a Lake Forest Police Officer will be given.
- Applicants who successfully complete the hiring process will be sent to a certified State of Illinois Police Training Academy for 16 weeks. The Illinois Law Enforcement Training and Standards Board establishes required training courses, criteria, and tests the candidate must successfully complete for certification as an Illinois Peace Officer. A link to the statute establishing the Illinois Police Training Act is here: [IL Police Training Act](#)



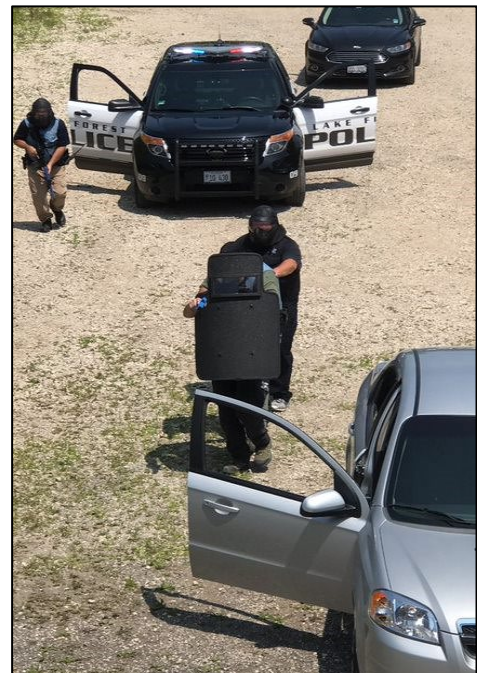
## ADDITIONAL HIRING INFORMATION

- We anticipate the potential for police officer hires from this new list.
- After hire, police officers must live within 27 miles of the Lake Forest Public Safety Building (PSB) by the end of the probation period. The map at the right is a general depiction of the 27-mile radius.
- All officers must successfully complete an 18-month probationary period, which commences after successful completion of the police academy.
- Candidates must attend a state-mandated 16-week, 640-hour Peace Officer Basic Academy training program to achieve state certification. The Police Department covers the cost of this training, and you receive your salary during your Academy time.
- Due to significant costs associated with training, outfitting, and hiring a new police officer, candidates are required to sign a 3-year commitment letter. Reimbursement of equipment and training costs will be required if you choose to leave prior to the 3 years unless terminated by the City for cause.
- Based on availability, we typically send recruits to one of these four academies:
  - Police Training Institute, at University of Illinois, Champaign, IL (PTI)
  - Suburban Law Enforcement Academy, at College of DuPage, Glen Ellyn, IL (SLEA)
  - Illinois State Police Training Academy, Springfield, IL (ISP)
  - Macon County Law Enforcement Training Center, Decatur, IL (MCLETC)




- State training academies are either “residential” or “commuter” facilities.
  - PTI, ISP, and MCLETC are “residential” academies where the recruit is required to live on campus in a dormitory setting, and daily commuting is not allowed. Recruits typically have the weekend off and may drive home, unless otherwise instructed.
  - SLEA is a “commuter” academy where the candidate lives at home and travels to and from the academy each day.
- Recruits must successfully pass all coursework, exams, and certification tests while at the Academy, including re-taking the POWER test.

- Recruits successfully graduating from the Academy report back to Lake Forest PD. At that time the one-on-one Field Training Officer (FTO) phase of the probationary period begins in the Patrol Division.
  - Probationary officers are assigned to a series of FTOs for a minimum of three months of department-specific training.
  - During the 18-month probationary period, new officers will work all three patrol shifts at various times.



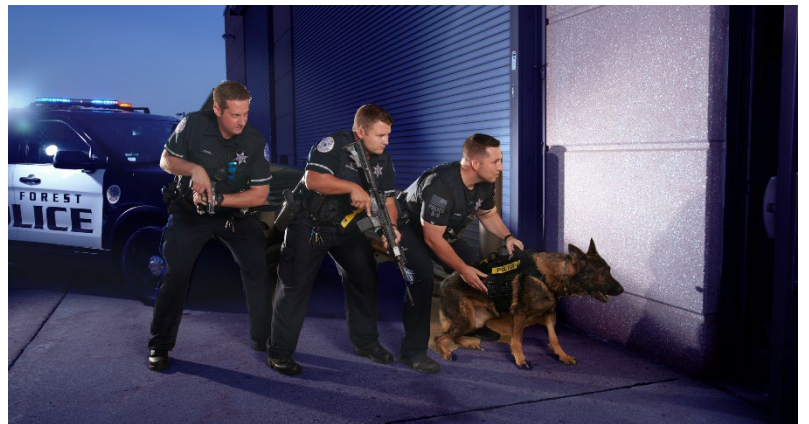
- Current patrol shifts are 8.25 hours each, operating continually 365 days a year. Shift start and end times currently are:
  - Day shift: 06:45 – 15:00
  - Afternoon shift: 14:45 – 23:00
  - Midnight shift: 22:45 – 07:00

- Officers below the rank of Sergeant receive collective bargaining representation through union membership in the Metropolitan Alliance of Police (MAP).  

- Days off and shift assignments are primarily accomplished by seniority, according to City benefits and MAP contract language. Patrol shifts operate on a 28-day period. Non-probationary officers select their off days based on a rotating seniority basis of; 20 workdays, 8 off days, per period.
- Probationary officers are assigned to a patrol shift based on FTO training parameters and department needs. Non-probationary officers bid on and are assigned to a patrol shift for a period of one year, then a re-bid process occurs.
- The City and Police Department operates on a fiscal year calendar that begins May 1<sup>st</sup> and ends April 30<sup>th</sup>. Pay periods are every two weeks, with 26 pay periods annually.
- City benefits provide 80 hours of vacation per year for years 1-5 of employment. The number of vacation hours increases in subsequent years. Additionally, there are 9 Holidays and 3 Personal Days awarded per year.
- Sick leave is generally accrued at 96 hours annually, with the ability to carry over unused hours to subsequent years.
- Police officer overtime can either be mandatory or voluntary dependent upon the event generating the overtime need.
- Officers participate in numerous in-house specialty assignments and county-wide task force opportunities, including:
  - Bicycle Patrol Officer
  - Canine Officer
  - Citizen Police Academy Instructor
  - Defensive Tactics Instructor



## LAKE FOREST POLICE DEPARTMENT – CANDIDATE ORIENTATION

- Detective
- Drone Operator
- Evidence Technician
- Field Training Officer
- Firearms Instructor
- Honor Guard Unit
- Lake County Major Crime Task Force
- Lake County Major Crash Assistance Team
- NIPAS – Emergency Services Team
- NIPAS – Mobile Field Force
- School Resource Officer



Our officers actively engage in numerous community events including:

- Citizen Police Academy
- Coffee with a Cop
- CROYA Donut Cup (youth floor hockey)
- CROYA Donut Bowl (youth flag football)
- Community Bicycle Rodeo
- Lake Forest Day parade
- Special Olympics: Torch Run & Cop on a Rooftop
- Women’s Self-Defense Class



- A fully equipped, onsite fitness center/weight room, is located at the Public Safety Building. Police and Fire employees share the building and workout facility.



- Within the police department, our facility provides locker rooms, showers, a firearms range, an eat-in kitchen, an evidence technician lab, training classrooms, and a one-person bunk room.



## FREQUENTLY ASKED QUESTIONS

- Starting salary is \$73,546 as of May 1, 2023, with a seven-step pay plan to a top salary of \$109,877.
- The City offers an excellent benefits package including comprehensive medical, dental, and vision programs, as well as participation in the Lake Forest Police Department Pension Plan.
  - Sworn officers entering service for the first time are Tier 2 pension members, as defined by the state.
  - Officers currently provide 9.91% of their salary every pay period as their portion of the pension contribution.
  - New officers have the potential to earn a maximum pension of 75% of their salary, after 30 years of service, and attaining age 55. Link to: [IL Pension statute information](#).
  - The Lake Forest Police Pension plan is a member of the Downstate Police Pension system. Specific pension plan and alternate deferred compensation plan questions may be addressed with Human Resources or pension plan representatives during the job offer phase.
- Tattoo, Body Piercing, or Alterations Policy (general information):
  - No tattoos on hands, face, head, neck, or any area above the tee shirt line.
  - No obscene, offensive, racist, etc. tattoos.
  - No piercings of the nose, eyebrows, or other visible body part.
  - No intentional branding, scarring, mutilation, objects under the skin, split tongues, stretched ears, etc.
- Facial Hair Policy (general information):
  - No beards. No excessive/unkempt mustaches; may not extend below corners of the mouth.
  - Males: Hair must not extend below the top edge of the uniform collar.
  - Females: Hair no longer than the bottom of a uniform patch, when worn up in braid or ponytail.



- Handgun Policy:
  - All primary duty handguns/ammunition shall be 9mm.
  - There is an option to choose a department-issued handgun or purchase your own from a department-approved list of makes and models.
  
- Current State Certified Police Officers:
  - You must provide a valid POWER test card for our testing process date range.
  - You must complete all elements of the testing process.
  - If currently employed, state certified, and in good standing, your State basic academy training obligation is considered fulfilled.
  - Separate arrangements may be made for pension and Section 457 retirement account transfers, if applicable.



- If you have questions that need to be answered before you make your determination to participate in our testing process, please direct them to: [HR@cityoflakeforest.com](mailto:HR@cityoflakeforest.com).
  
- Congratulations! By reading this orientation document you have satisfied the mandatory orientation meeting requirement.