

**Village of Glencoe Public Safety Commission  
Announces Examination  
for Position of Public Safety Officer  
in the Glencoe Public Safety Department**

Examination Call: The Public Safety Commission announces an examination for the entry-level position of Public Safety Officer in the Glencoe Public Safety Department.

Opportunity: The position of Public Safety Officer offers a special opportunity to alert, mature persons interested in public service careers. More than 60 years ago, Glencoe adopted a progressive form of cooperative Public Safety service, which calls for a higher level officer - equally adept at both police and fire work.

Salary: As of March 1, 2016, the beginning rate of pay is \$65,854.22 annually with salary increases based on merit, with salary reviews every six months during the two-year probationary period, and with annual increases possible thereafter up to a maximum of \$99,939.41 annually. Public Safety Officers often work overtime hours as available and are non-exempt under the Fair Labor Standards Act.

Special Benefits: Benefits for Public Safety Officers include (1) the Glencoe Police Pension Fund, (2) paid vacation, (3) 12 paid holidays annually, (4) sick leave and disability allowances, (5) Village-sponsored group health insurance plan and dental insurance (as of March 1, 2016, the Village contributes 88.4 percent of the health insurance premium and the dental insurance premium), (6) life insurance, (7) uniforms allowance, and (8) tuition reimbursement.

Duties: Public Safety Officers perform general public safety work by protecting life and property through law enforcement; combating, extinguishing, and preventing fires, often under emergency conditions involving personal hazards; and performing first-aid and paramedic services. Officers also perform routine police and fire patrol, respond to calls for police, fire, and emergency medical assistance, and perform stand-by police and fire station duty including training, records work, and maintenance of equipment and quarters. Certain aspects of a Public Safety Officer's performance are considered essential. The position description for a Public Safety Officer is included with this application.

Some Public Safety Officers are trained as Emergency Medical Technicians-Paramedics and are qualified to give specialized emergency medical treatment. The Department of Public Safety operates a paramedic ambulance with state of the art life-saving equipment.

Working Hours: Public Safety Officers perform both police patrol duty (12 hours a day) and fire/EMS duty (24 hours a day) depending on the scheduled rotation and level of training.

Qualifications: Required and desirable qualifications include: (1) United States citizenship at the time of filing an application; (2) age of not less than 21 years at the time of appointment (no person who is younger than 21 years of age is eligible for employment as a Public Safety Officer, except as provided in Section 4.1(B)(3) of the Glencoe Public Safety Commission Rules and Regulations) and not more than age 35 unless for exceptions listed in the Glencoe Public Safety Commission Rules and Regulations, Section 4.1(2); (3) at least two years of college (equaling an associate's degree, or 60 hours of coursework, or equivalent credit) at a

junior college, college, or university accredited by a nationally-recognized accreditation agency; (4) fingerprinting (which may be conducted after successful completion of the initial oral test element of the entry level examination); and (5) successful completion of the Illinois Peace Officer Wellness Report (POWER) test within six months prior to date of application.

Government and Community: The Village of Glencoe has operated under the Council-Manager form of government since 1914. The Village Manager is responsible for all five Village Departments including Public Safety, Public Works, Finance, the Golf Club, and the Village Manager's Office. Glencoe has approximately 8,800 residents. Glencoe is primarily residential with three small business districts and no industry.

Non-Discrimination: It is the policy of the Village of Glencoe to hire, promote, and compensate employees, and to administer all employment practices, in accordance with applicable law, without regard to race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, or any other protected category.

Reasonable Accommodation Requests: If you believe you need a reasonable accommodation in order to apply for a job, or complete an application, or participate in the examination, then please contact the Village Manager's Office and notify the Assistant Village Manager.

Public Safety Organization: At present, the Department of Public Safety is authorized to be staffed by 45 full-time employees, including one Director, two Deputy Chiefs, seven Lieutenants, 26 Public Safety Officers, five Communications Operators, two Community Service Officers, one Records Clerk, and one Administrative Secretary.

Public Safety Facilities: The Department of Public Safety operates five public safety patrol vehicles (equipped with computer terminals and emergency items such as fire extinguishers and first-aid kits), a paramedic ambulance, two fire pumpers, and a squad-pumper truck. The Public Safety quarters are located in the Village Hall and include special rooms for training, firearms training, physical fitness, and interrogation as well as offices, meeting rooms, workshops, a dormitory, a locker room, and a kitchen.

Examination: The Village of Glencoe's selection process includes a written test, a pre-employment assessment center, an initial oral test, a preliminary character and background check, a polygraph test, a final oral test, a psychological test, and a medical examination and drug test.

The written examination will be held at 9 a.m. on Saturday, February 25, 2017 at the New Trier High School Northfield Campus (7 Happ Road, Northfield, IL, 60093).

Investigation: Statements and representations made throughout the application will be verified as part of the examination procedure. Detection of false information will result in disqualification. Fingerprints will be taken and checked with local, state, and federal police records.

Application Procedure: If you believe that you meet the above requirements, then you may complete and submit an application at [www.applytoserve.com](http://www.applytoserve.com). All questions regarding the application process must be directed to Stanard & Associates at (312) 553-0213 or toll-free

(800) 367-6919, or online at [www.applytoserve.com](http://www.applytoserve.com). **Applications will be available beginning 10 a.m., Wednesday, January 11, 2017. Application deadline is 5 p.m., Wednesday, February 8, 2017.** A non-refundable fee of \$45 will be charged by Stanard & Associates to purchase the application. An optional study guide purchase fee will apply.

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