

**Village of Glencoe Public Safety Commission
Notice of 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 highly-trained officer – equally adept at both police and fire work.

Salary: As of January 1, 2026, the beginning rate of pay is \$91,917.70 annually with salary step increases up to a maximum of \$135,278.38 after seven years of employment. 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 the Glencoe Police Pension Fund, **80 hours paid vacation, 12 paid holidays annually, 96 hours paid sick leave to start, Village-sponsored group health insurance plan and dental insurance (the Village contributes 84% of the health insurance premium and the dental insurance premium, and employees contribute 16%), life insurance, uniform allowance, tuition reimbursement, and eight weeks of paid Family Care Leave after one year of employment.**

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, report writing, 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 Public Safety Department operates an advanced life support 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 (24.25 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, or legally authorized to work in the United States ; (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) or 65 ILCS 5/10-1-7.1(C); (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 – OR – honorable Active Duty service in the Armed Forces for 24 months – OR – honorable Active Combat Duty in the Armed Forces for 180 days – OR – previous successful Village of Glencoe

employment of six or more months; (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 dated no earlier than six months prior to date of application and no later than the date of the initial interview.

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 Human Resources Manager.

Public Safety Organization: At present, the Public Safety Department is authorized to be staffed by 43 full-time employees, including: one Director, one Deputy Chief, eight Lieutenants, 26 Public Safety Officers, and civilian consisting of: three Community Service Officers, two full-time Records Clerks, one part-time Records Clerk, one Public Safety Analyst, one Administrative Assistant and four Paid On Call Firefighters.

Public Safety Facilities: The Public Safety Department operates seven public safety patrol vehicles (equipped with computer terminals, in-car camera systems, and emergency items such as fire extinguishers and first-aid kits), one ambulance, one fire pumper, and a squad-pumper truck. The newly renovated 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, dormitories, locker rooms, and an open concept kitchen. Currently, the facility is going through an upgrade and is anticipated to be completed by the end of 2025.

Examination: The Village of Glencoe's selection process includes a written test, 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 on a continuous basis as an online examination. Applicants will be required to use their own computer and internet service to complete the examination. Applicants who do not have access to a computer and/or internet service may take the examination using a computer and internet service provided by the Village of Glencoe at Village Hall (675 Village Court, Glencoe, IL). To utilize a Village-provided computer and internet service, applicants must contact Human Resources Manager Katy Darr (kdarr@villageofglencoe.org or (847) 461-1197) two weeks prior to the applicant's examination.

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 are encouraged to apply directly through the [National Testing Network](#), complete and submit a Personal History Questionnaire as an application and complete the examination. **Applications and exams will be available on a continuous basis through June, 2026.** Candidates who pass the exam will be pulled at routine intervals as determined by the Public Safety Director to begin the next elements of the testing process.