



# **Stickney Police Department is hiring!**

The Stickney Police Department is currently hiring Facility Monitors for the police department. This position provides the first-line, non-emergency, response to citizens. Employees will greet visitors to the police station, answer questions, and provide a variety of services to the public. Facility monitors will work closely with police officers and other staff members of the department. Additional responsibilities include monitoring prisoners in the department lock-up, observing a variety of Village cameras, using computerized systems to answer questions, provide information, maintain records, and provide support services to field units.

This is a great opportunity for those interested in making law enforcement a career. Employees will be exposed to all aspects of policing and gain valuable experience.

The open positions are primarily for nights and weekends. Bilingual is a plus, but not required. Initial pay is \$12.24/hr.

Please pick up applications and the basic job descriptions at:

Stickney Police Department  
6533 W. Pershing Road  
Stickney, IL 60402

Applications can be submitted at the Stickney Police Department to the attention of Deputy Chief Richard Jaczak.

### **MINIMUM REQUIREMENTS OF WORK:**

- Must possess a High School Diploma, GED, or higher; some college education is preferred.
- Working knowledge of customer service principles and techniques.
- Ability to effectively communicate and calm irate citizens, while still obtaining the necessary information to solve problems, defuse emotional situations, respond appropriately to emergency/non-emergency requests and calls.
- Ability to read and comprehend manuals, general orders, laws, and legal documents.
- Ability to write reports and memos using proper format, punctuation, spelling and grammar, using all parts of speech in a manner understandable to the receiver.
- Ability to communicate in Spanish would be helpful.
- Knowledge and use of computer systems, and ability to be trained in department-specific software and hardware.
- Ability to coordinate information from a variety of sources, compile into appropriate format; interpret according to policies, practices and procedures.
- Ability to work effectively with employees at all levels within the organization; ability to identify problems and best possible resolutions to problems.
- Knowledge of Village departments and their responsibilities.
- Knowledge of geographic features and streets within the service area.
- Knowledge of office procedures and practices.
- Ability to exercise good judgment and make sound decisions.
- Ability to understand and follow oral and written instructions.
- Ability to work on various tasks simultaneously.
- Ability to work various shifts as assigned.
- Ability to become LEADS certified.
- Ability to not share sensitive or confidential information.

### **NECESSARY SPECIAL REQUIREMENTS:**

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

### **SUPERVISION:**

Work is performed under the general direction of a supervisor. The employee is responsible for completing work according to Departmental and Village work rules and safety regulations. Work is reviewed through ongoing observation, written and verbal communications, meetings and feedback from the supervisor and from other department employees. Guidance is provided through rules and regulations, and policies and procedures. Additional guidance is provided through state statutes, Village ordinances and standard operating procedures. Work is evaluated at least annually for quality of tasks, adherence to work rules, and performance in accordance with classification standard.

# Application for Employment

It is the policy of the company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, gender, disability, veteran status, age or any other protected characteristic.

Address \_\_\_\_\_ Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Cellular/Other Phone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Position applied for \_\_\_\_\_

Shift preferred: 1  2  3  Any  Not Applicable

How were you referred to the company? \_\_\_\_\_

Type of work desired Full-time  Part-time  Seasonal  Temporary

On what date would you be available for work? \_\_\_\_\_

Have you ever been employed here before? Yes  No  If yes, give dates \_\_\_\_\_

Do you have a legal right to be employed in the USA? Yes  (if yes, proof is required if hired.) No

If you are under 18, can you provide a work permit if required? Yes  No

If driving may be required in the job for which you are applying, please provide your driver's license number.

DL# \_\_\_\_\_ State \_\_\_\_\_

## For Office Use Only

Applicant # \_\_\_\_\_

Employee # \_\_\_\_\_

Hire Date \_\_\_\_\_

Position \_\_\_\_\_

Rate \_\_\_\_\_

Class \_\_\_\_\_

Shift \_\_\_\_\_

Other \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Attachments

Resumé

Applicant Reference Notes

Applicant Interview Notes

Test Results

## Educational Background

### High School:

Name and location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate? Yes  No  Degree or diploma \_\_\_\_\_

### College:

Name and location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate? Yes  No  Degree or diploma \_\_\_\_\_

### Graduate School:

Name and location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate? Yes  No  Degree or diploma \_\_\_\_\_

### Vocational or other training:

Name and location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate? Yes  No  Degree or diploma \_\_\_\_\_

### Continuing Education:

\_\_\_\_\_

Special training or skills (languages, machine operation, etc.) that would benefit you in the job for which you are applying:

## Employment Experience

Place an  by the employer(s) you do not want us to contact. List the most recent employer first.

1. Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone (     ) \_\_\_\_\_  
Dates Employed: from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_ Hourly rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
2. Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone (     ) \_\_\_\_\_  
Dates Employed: from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_ Hourly rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
3. Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone (     ) \_\_\_\_\_  
Dates Employed: from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_ Hourly rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
4. Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone (     ) \_\_\_\_\_  
Dates Employed: from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_ Hourly rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and nondefamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains active for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment, either expressed or implied. I also understand that my employment and compensation can be terminated or changed, with or without cause and with or without notice, at any time, at either my or the company's option.

I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_