



**ILEAP Accredited Agency**

**Rolling Meadows Police Officer  
Employment Guide**



**THE CITY OF ROLLING MEADOWS IS AN EQUAL OPPORTUNITY EMPLOYER**



## POLICE OFFICER APPLICANT FACT SHEET

The following information is supplied in an effort to inform you about the City of Rolling Meadows and its Police Department. The information contained herein is not intended to constitute an offer of employment nor is it a guarantee of benefits. Some items contained herein are subject to change without notice. If you have any specific questions on any of these items, or about the City of Rolling Meadows, please feel free to contact the Rolling Meadows Police Department at (847) 255-2416.

Fee	<b>NO Application Fee.</b>
Citizenship	Applicants must be U.S. citizens or legal alien and be able to provide proof of right to work or citizenship at the time of the application.
Age	Applicants must be at least 21 years of age at the time of their original appointment and have not reached their 35th birthday as of the last date that applications are due. Applicants will be exempt from the age-35 hiring requirement as permitted by 65 ILCS 5/10-2.1-6(a) & (d) and 65 ILCS 5/10-2.1-14, as those statutory Sections may be amended from time to time.
Driver's License	Applicants must possess a valid driver's license at the time of hire
Orientation	Applicants are required to attend The Board of Fire and Police Commissioners Orientation session when time.
Written Exam	Applicants must attain a passing score of at least 70.00 percent on the written examination in order to continue with the entry-level appointment process. Candidates who fail to achieve a passing grade will be notified in writing and eliminated from the current testing process.
Oral Interviews	The Board of Fire and Police Commissioners will conduct an oral interview with those candidates that have passed the written exam. Candidates must attain a passing score of at least 70.00 percent on the oral interview process in order to be placed on the Final Eligibility Register. Candidates who fail to successfully complete the oral interview process will be notified in writing and eliminated from the current testing process.
Selection Timeline	The Board of Fire and Police Commissioners (BFPC) shall prepare and post a Primary Eligibility Register from the Initial Eligibility List, which shall include any claimed and approved preference points described in the BFPC Rules and Regulations. The posting and notification process for this Primary Eligibility Register will follow the process described in the BFPC Rules and Regulations. The Primary Eligibility Register shall remain valid for two (2) years after which it will expire and a new testing process will begin.
Reapplication	Applicants who are not selected may re-apply for future openings.

Physical Health	An offer of employment shall be conditioned upon the candidate submitting to and successfully passing a medical examination (which may include a test of the candidate's vision and hearing, as well as a test to screen for the use of illegal drugs). The extent and scope of these medical examinations shall be determined by the Board of Fire and Police Commissioners and shall be graded on a pass/fail basis. Any candidate who fails to complete and pass the psychological and the medical examinations will be notified in writing and eliminated from the current testing process.
Psychological	An offer of employment shall also be conditioned upon the candidate submitting to and successfully passing a psychological examination. The extent and scope of these psychological examinations shall be determined by the Board of Fire and Police Commissioners and shall be graded on a pass/fail basis. Any candidate who fails to complete and pass the psychological examinations will be notified in writing and eliminated from the current testing process.
Character	<p>Before a candidate on the Final Eligibility Register is given a conditional offer of employment, the candidate must successfully pass a character and background investigation, which may include a polygraph examination, that will be graded on a pass/fail basis. The results of a polygraph examination shall not be a single determinant of qualification for employment, but shall be used as an adjunct to the character and background investigation. A candidate who fails to complete and pass the character and background investigation will be notified in writing and eliminated from the current testing process. The Board of Fire and Police Commissioners may select any number of candidates from the Final Eligibility Register to undergo a character and background investigation.</p> <p>A Detective from the police department will perform the character and background investigation. As part of this process, candidates shall be required to be fingerprinted. Such fingerprints shall be submitted to the Federal Bureau of Investigation and the Illinois State Police. The investigation may include, but not be limited to, verification of the qualification credentials such as age, citizenship, and driving records. Such investigation may also examine the candidate's work record, criminal conviction history, educational experience, personal references and other factors relating to the candidate's background and life experience.</p>
Education	Applicants must possess a high school diploma or equivalent at the time of application.
Physical Agility	All applicants must be able to successfully pass the State of Illinois POWER Test prior to admission into the basic law enforcement training academy. If the applicant does not meet all the standards, he/she will not be allowed to enter the basic law enforcement training academy. This is State Law and cannot be waived.
Polygraph Exam	Before a candidate on the Final Eligibility Register is given a conditional offer of employment, the candidate must successfully pass a character and background investigation, which may include a polygraph examination, that will be graded on a pass/fail basis. The results of a polygraph examination shall not be a single determinant of qualification for employment, but shall be used as an adjunct to the character and background investigation. A candidate who fails to complete and pass the character and background investigation will be notified in writing and eliminated from the current testing process. Areas covered will include honesty regarding elements of your application, work history, criminal convictions, alcohol and illegal substance use or abuse, criminal activity, and gang affiliation.



Training	Once hired, recruits begin a probationary period which is normally eighteen (18) months in duration, but which can be extended with permission from the Chief of Police, the recruit is sent to a State Certified Training Academy for the Basic Law Enforcement Course. In accordance with state law, each recruit must successfully pass the State Certification Test. Once passing the state certification course, the recruit will be assigned to a specially trained Field Training Officer for additional training before working solo patrol.
Work Schedule	Normally, Police Officers work an average of forty (40) hours per week, for a total of 2,080 hours per year. In the Patrol Section, officers work 8-hour permanent shifts based on seniority consisting of 6 days on and 3 days off. The shifts consist of Days, Afternoons, and Midnights with the following hours, 7am-3pm, 3pm-11pm, and 11pm-7am overtime is mandatory and will occur at times.
Benefits	The City of Rolling Meadows offers a comprehensive benefit package for the employee and his/her dependents, including sick leave, hospitalization, life insurance and dental insurance.
Deferred Comp	City of Rolling Meadows employees may participate in a deferred compensation plan.
Police Pension	All sworn Police Officers are eligible to participate in the Police Pension Fund. The officer must make a written application to the Pension Board to participate. The Police Pension Board will decide on whether to accept or reject the application, based on the criteria provided in the Illinois Compiled Statutes.
Voluntary Retirement	Police Officers are eligible to retire from the Police Department at age 55, with 25 years of service with the Police Department. (40 ILCS 5/3-111(d))
Uniforms	Officers are issued initial uniforms and equipment in lieu of receiving a uniform allowance. Officers are required to purchase their own firearms. Each year thereafter there is a \$250 equipment reimbursement. Officers may choose to defer the \$250 for a maximum payout of \$750 to use toward equipment. The Department will conduct a uniform survey twice a year and replace what an employee requires. (Quartermaster System)
Appearance	All employees are expected to present a professional appearance. Body piercing, other than ear piercing, must not be visible. Visible tattoos, intentional branding and/or scarring are prohibited and may not be covered with bandages or makeup. A long sleeve uniform shirt, or skin colored tattoo sleeves are required to be used to cover tattoos all year long. Restrictions are also in place for hair styles, Officers may have a beard that follows policy which is neatly trimmed, a certain length, and neat in appearance.
Wage/Salary	The Police Department's Collective Bargaining Agreement was established January 1, 2022 and is in effect until January 1, 2025. <b>The starting salary as of January 1, 2024, for a Police Officer is \$76,393 with a top salary of \$121,534</b> Employees are paid bi-weekly on Fridays, with twenty-six pay periods per year.
Education	The City of Rolling Meadows may reimburse employees for college level courses taken in pursuit of a college level degree, while employed. Reimbursement is up to 100 % based on the grade achieved.
Holidays/Vacation	Employees receive sick, vacation, compensatory, and holiday time off.

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