



CIVIL SERVICE COMMISSION
VILLAGE OF TINLEY PARK
16250 South Oak Park Avenue
Tinley Park, IL 60477
708-444-5000

INFORMATION PACKET
PATROL OFFICER A-2

PLEASE CAREFULLY READ ALL INFORMATION IN THIS PACKET

APPLICATION INFORMATION

The Civil Service Commission of the Village of Tinley Park is accepting applications for the position of Patrol Office A-2 with the Village of Tinley Park Police Department beginning October 7, 2026, and ending November 6, 2026 11:59 PM. Information can be obtained online at: https://www.tinleypark.org/government/commissions/civil_service.php.

APPLICATION AND SUPPORTING DOCUMENTS MUST BE SUBMITTED ONLINE
(www.governmentjobs.com/careers/tinleypark) HARD COPY SUBMITTALS WILL NOT BE ACCEPTED.

REQUIREMENTS

Documentation must be provided for each requirement outlined below, demonstrating each requirement has been met. Applicants for original entrance to service examinations

1. Must be a U.S. Citizen.
2. Must be at least 21 years of age and under the age of 35 years of age at time of examination. Applicants with military experience and prior employment experience as Tinley Park Patrol Officer may be entitled to an exception to this requirement. See 65 ILCS 5/10-1-7 and Tinley Park Village Ordinance 2000-O-069.
3. At least one of the following educational or experience requirements must be met:
 - a) Bachelor of Arts or Bachelor of Science Degree from a four-year college or university.
 - b) Associate degree or 60 hours of college credit with at least a "C" average (or equivalent) and with an emphasis, in either case, being placed on course work in the law enforcement field.
 - c) An existing part-time Patrol Officer with the Village of Tinley Park pursuant to Section 33.20 of the Village of Tinley Park Code who has been a part-time Patrol Officer with the Village for a minimum of four years, prior to the test date and also has met the minimum training requirements for full-time Police Officers established by the State of Illinois.
4. Must present a valid Police Officer Wellness Evaluation Report (P.O.W.E.R. card) dated within 6 (six) months of date of the written exam.
5. Possess a valid Driver's License.

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT EVIDENCE SATISFYING THE ABOVE REQUIREMENTS.

RESIDENCY REQUIREMENT

Per Tinley Park Municipal Ordinance, "All full-time sworn members of the Police Department are required to reside within a thirty (30) mile radius measured from any border or Village limit of Tinley Park within twelve (12) months of employment date. Residency in Indiana is not permitted."

MILITARY PREFERENCE POINTS

All candidates wishing to exercise Military Preference Points shall submit in writing **a request for Military Preference Points and provide a copy of the candidate's Military Service Record and Discharge papers (DD214)** once the Civil Service Commission provides the candidate notice the Civil Service Commission approved the candidate for certification to conditional appointment, if applicable. The written request and copy of the Military Service Record and Discharge paper (DD214) must be provided to the Civil Service Commission at civilservice@tinleypark.org within 10 calendar days of the candidate's notice of being approved for certification to conditional appointment. Failure to provide the request in a timely manner will result in no preference points being added to the Initial Eligibility Register for the candidate.



POSITION DESCRIPTION

Position Title: PATROL OFFICER A-2
Department: Police
Direct Report: Sergeant

Position Summary

An employee in this class is responsible for the enforcement of village and all applicable federal, state, county and municipal laws on an assigned shift. Work may include routine patrol, investigation, and traffic control duties in a car or on foot. Work is performed under the direct supervision of the shift sergeant, but the employee must exercise independent judgment in the field within the guidelines of established policies. An element of personal danger is involved. The employee is required to work in all weather conditions, including adverse or hazardous. Police work requires officers to be able to work shifts that provide 24-hour protection to the community. The employee should be physically able to spend long hours driving/patrolling in a squad car. Superiors review work through reports and personal inspection.

Duties and Responsibilities

- Patrol the village to prevent crime, preserve public order and uphold the Constitution.
- Respond to citizen calls for service, complaints of crimes, fires, accidents, and other safety issues.
- Conduct investigations, gather evidence, obtain witnesses, and document same.
- Serve summonses, subpoenas, and other legal papers.
- Resolve problems that may be of a non-criminal nature.
- Interview persons with complaints, and inquire and make proper disposition or direct them to proper authorities.
- Testify in court.
- Perform related work as required.

Required Knowledge, Abilities and Skills

- Good knowledge of the practices and procedures in modern police work.
- Good knowledge of the Constitution, state statutes, and village ordinances.
- Good knowledge of the geography of the Village of Tinley Park and environs.
- Ability to deal courteously but firmly with the general public.
- Ability to develop skill in the use of firearms.
- Ability to react quickly and calmly in emergency situations.
- Safely operate a motor vehicle.
- Outstanding oral and written communication skills.
- Outstanding moral character and integrity.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. The employee will be required to secure persons using physical strength and agility.

Desired Minimum Qualifications

- Bachelor's degree from a college/university.
- Associate's degree in law enforcement or 60 credit hours with an emphasis in law enforcement.
- Graduation from high school and be a certified Illinois police officer.
- An existing part-time Patrol Officer with the Village of Tinley Park pursuant to Section 33.20 of the Village of Tinley Park Code who has been a reserve Patrol officer with the Village for a minimum of four years, prior to the test date and also has met the minimum training requirements for full-time Patrol officers established by the State of Illinois.
- Possession of a valid Illinois motor vehicle operator's license.

February 2015
April 2019
March 2021
July 2023

Salary and Benefits

Patrol Officer A-2

Information below is based on the current collective bargaining agreement between the Metropolitan Alliance of Police (MAP), Tinley Park Police Chapter #192 and the Village of Tinley Park through April 30, 2028.

Salary: \$43.09/hour - \$59.29/hour

Hours: 40 hours per week. Shift assignment is per collective bargaining agreement.

Personal Days: 3 days per year

Holidays: Compensated based on 88 hours per year for 11 Village recognized holidays.

Vacation: 1 week after 1 year of continuous service, but less than 2 years;
2 weeks after 2 years of continuous service, but less than 7 years;
3 weeks after 7 years of continuous service, but less than 11 years;
4 weeks after 11 years of continuous service, but less than 15 years;
5 weeks after 15 years or more of continuous service.

Benefits: A comprehensive employee benefits program which includes medical, dental, vision, life insurance, and a flexible spending account if provided. Employee cost for medical and dental coverage is 10%-12% of the monthly premium. Coverage is effective on the first date of employment.

Retirement: Retirement benefits are through the Tinley Park Police Pension Fund and are provided along with the option to participate in a 457(b) plan.

Educational Incentive: Up to \$2,640 annually for B.S. or B.A. degree

Longevity Pay: After 5 years of employment - \$85 per month
After 10 years of employment - \$145 per month
After 15 years of employment - \$205 per month
After 19 years of employment - \$265 per month

Uniform Allowance: Annual uniform allowance of \$1,200.

Vehicle: Employees who choose to reside within the Village limits will have the benefit of Project 75 Personal Squad Program.

Residency: Per Village Ordinance, all full-time members of the Police Department are required to reside within a thirty (30) mile radius measured from any border or Village limited of Tinley Park within twelve (12) months of employment date. Residency in Indiana is not permitted.



CIVIL SERVICE COMMISSION
VILLAGE OF TINLEY PARK
16250 South Oak Park Avenue
Tinley Park, IL 60477
708-444-5000

PATROL OFFICER A-2
ONLINE APPLICATION CHECKLIST
www.governmentjobs.com/careers/tinleypark

- ☐ Employment Application
- ☐ Must be a U.S. Citizen. Acceptable forms of documentation include any of the following documents:
 - Birth certificate showing birth in the United States;
 - Form N-550, Certificate of Naturalization;
 - Form N-560, Certificate of Citizenship;
 - Form FS-240, Report of Birth Abroad of United States Citizen; or
 - Valid unexpired U.S. passport.
- ☐ **Must be at least 21 years of age and under the age of 35 years of age at time of examination.**
Applicants with military experience and prior employment experience as Tinley Park Patrol Officer may be entitled to an exception to this requirement. See 65 ILCS 5/10-1-7 and Tinley Park Village Ordinance 2000-0-069. Acceptable forms of documentation include:
 - Birth certificate.
- ☐ Proof of at least one of the following educational or experience requirements must be met. Acceptable forms of documentation include:
 - Bachelor of Arts or Bachelor of Science Degree from a four-year college or university.
 - Associates Degree or 60 hours of college credit with at least a "C" average (or equivalent) and with an emphasis, in either case, being placed on course work in the law enforcement field.
 - An existing part-time Patrol Officer with the Village of Tinley Park pursuant to Section 33.20 of the Village of Tinley Park Code who has been a reserve Patrol officer with the Village for a minimum of four years, prior to the test date and also has met the minimum training requirements for full-time Patrol officers established by the State of Illinois.
- ☐ Must present a valid P.O.W.E.R. card dated within six (6) months of test date. If available, a P.O.W.E.R. card can be submitted at time of application. If not available at time of application, it can be emailed to civilservice@tinleypark.org prior to taking the exam.
- ☐ Possess a valid driver's license. Acceptable forms of documentation include:
 - Valid Driver's License
- ☐ If applicable, Proof of military experience. Must submit both:
 - Written request to exercise military preference points
 - DD214

Supporting documentation MUST be attached to your online application to be considered complete.

MANDATORY ORIENTATION SESSION

Applicants must complete a mandatory orientation requirement. Applicants who fail to complete this requirement within the time period required by the Civil Service Commission will not be advanced in the hiring process.

POWER TEST, WRITTEN EXAMINATION, ORAL INTERVIEW

All applicants must have a valid P.O.W.E.R. card sit for the written exam. P.O.W.E.R. cards from Joliet Junior College (JJC) or Northeastern Illinois Public Safety Academy (NIPSTA) are preferred. Candidates must contact JJC or NIPSTA directly to schedule a POWER test (visit their websites for additional information). If an applicant holds a P.O.W.E.R. card dated within the last six (6) months from another institution, the applicant may submit it for review to determine its eligibility. Candidates are fully responsible for the cost of the P.O.W.E.R. test. Candidates must successfully pass the P.O.W.E.R. test and present a P.O.W.E.R. card dated today. Once the Commission determines the applicant has submitted a complete application and required documents and meets the requirements for the position, the Commission will request a copy of the applicant's valid P.O.W.E.R. card. Failure to provide the P.O.W.E.R. card within the period required by the Commission will result in applicant being disqualified. *If an applicant is already a Certified Patrol Officer and has their Illinois Law Enforcement Training and Standards Board (ILETSB) Certification, they should apply for the Lateral Patrol Officer job posting.*

Candidates will be given the written examination that will include several areas of common knowledge including math, spelling and vocabulary, as well as use of commonsense knowledge, judgement, memory and observation skills. A minimum weighted score of 70% is required on the written exam to continue in the hiring process.

Written Examination to be conducted as follows:

The National Testing Network

Multiple Testing Locations and Online Testing Options Available

For More Information, click here: <https://nationaltestingnetwork.com/publicsafetyjobs/index.cfm>

Once the Civil Service Commission approves your application and you have completed the required mandatory orientation, you will be notified to proceed to the written examination. The Civil Service Commission will provide the applicant with a code to take the written exam in-person or online.

Per the Rules and Regulations of the Civil Service Commission, candidates who successfully pass the written examination will be administered an oral interview that will consist of questions related to general work experience and industry related issues. The interview panel will consist of members of the Police Department. The oral interview is declared a Pass/Fail examination. Oral interviews will be scheduled as soon as practicably possible following receipt of written examination scores.

HIRING PROCESS

All passing applicants will be added to the Initial Eligibility Register in date order, upon successful completion of all testing components. Once Military Preference Points are added to the Initial Eligibility Register, the register will be renamed Final Eligibility Register. Both the Initial and Final Eligibility Register are posted in the Village Hall and online at: https://www.tinleypark.org/government/commissions/civil_service.php.

Upon the request of the Police Chief and with the approval of the Civil Service Commission, the hiring of an applicant from the Eligibility Register shall commence as follows:

The applicant will be notified that the Civil Service Commission is beginning the hiring process and requires the applicant to submit to pre-employment testing, background investigation, psychological examination, polygraph examination, and medical/physical examination. Should the applicant decline to authorize a background investigation, their name shall be removed from the Eligibility Register and he or she shall be eliminated from further consideration.

The Civil Service Commission, with input from the Chief of Police and/or Appointing Authority, shall certify eligible applicants from either the Final Lateral Transfer Hire List and/or the Final Eligibility Register in an order which maximizes the Village's hiring

capacity vis-à-vis training academy availability and reduces vacancies within the police department.

ANY QUESTIONS REGARDING THE PATROL OFFICER A-2 POSITION AND APPLICATION PROCESS CAN BE SUBMITTED TO
CIVILSERVICE@TINLEYPARK.ORG