



2025 POLICE OFFICER LATERAL RECRUITMENT

CITY OF DARIEN
PHONE: 630-852-5000
Web Site: darienil.us

Lateral Police Officer Recruitment

The Board of Fire and Police Commissioners of the City of Darien is accepting applications for the position of Police Officer (Lateral Entry). Please read the information contained in this packet carefully, as it explains the requirements and process for candidates. Keep this information as a reference throughout the entire examination process.

REQUIREMENTS:

Proof of meeting these requirements must be submitted during the application process described below.

- Legal resident of the United States
- Must be 21 years of age
- High school graduate or possess a GED
- Valid driver's license
- The applicant must have been employed as a full-time law enforcement officer in good standing in another law enforcement agency. The employment may be in any municipal, county, university, state, or federal law enforcement department or agency.
- An applicant must be certified by the Illinois Law Enforcement Training and Standards Board.
- An applicant must have been awarded a certificate attesting to his or her successful completion of the minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act.
- Must be physically able to perform the essential job function of the position of police officer.

TO FILE AN APPLICATION:

Complete and submit the application, sign all waivers, and include the required documents as outlined in this packet to the City of Darien via email to jnorton@darienil.gov or in person at the Police Station, 1710 Plainfield Road, Darien. For questions, please contact Deputy Chief Jason Norton at (630) 353-8334 or via the email address above.

All portions of the testing process are mandatory. Failure to attend and complete any portion of the process will result in elimination from the employment process.

Applicants are responsible for notifying Deputy Chief Norton of any changes in address, phone number, or email address. All such notices of changes in contact information should be submitted in writing.

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CANDIDATES WHO ARE SELECTED TO CONTINUE IN THE PROCESS WILL PROCEED AS FOLLOWS:**BOARD ORAL INTERVIEW:**

Eligible candidates will be notified in writing via email of the date, time, and place of each oral interview. Candidates must pass the Board review to proceed further.

AS-NEEDED HIRING, LATERAL POLICE OFFICERS

Lateral hire candidates will not be ranked on an eligibility list. Those candidates who have successfully completed the process may be offered conditional offers of employment if a vacancy or vacancies exist. Appointment as a lateral hire is subject to satisfactorily passing or completing an in-depth psychological examination, a polygraph test, background investigation, and a thorough medical examination (which may include a test of the applicant's vision and hearing as well as a test to screen for the use of drugs and/or narcotics.)

POLYGRAPH TEST:

Candidates are required to submit to a polygraph test administered by a licensed polygraph examiner to be eligible to continue in the selection process. Results of the polygraph test will be submitted to the Board for evaluation.

PSYCHOLOGICAL/PSYCHIATRIC TEST:

A psychological examination administered by such psychologist or psychiatrist designated by the Board will be conducted of each candidate who has accepted a conditional offer of employment. The test shall be given solely to determine an applicant's suitability for the position of Police Officer with the City of Darien. The examiner shall prepare and submit a report of the examination to the Board, who shall determine whether the applicant has passed this examination element.

DETAILED CHARACTER AND BACKGROUND INVESTIGATION:

A detailed character and background investigation of each candidate who has accepted a conditional offer of appointment will be conducted. Results of this investigation shall be submitted to the Board to determine whether the applicant has passed this examination element.

MEDICAL EXAM:

A comprehensive medical test administered by a licensed physician designated by the Board will be conducted for each candidate who has accepted a conditional offer of employment. The examiner shall prepare and submit a report of the examination to the Board, which shall determine whether the applicant has passed this examination element.

The medical exam will consist of a physical examination as prescribed by the Board. The medical examiner will submit a report to the Board, including his/her opinion regarding the overall health and vision of the candidate. Failure to pass the drug screening portion shall eliminate the candidate from any further consideration.

Lateral Police Officer Recruitment

BENEFITS INFORMATION

2025 STARTING SALARY:

- Salary range: \$80,896 - \$108,451
- Top pay at 20 years is \$126,641.98 effective May 1, 2025

BENEFITS:

- Vacation
- Personal days
- Sick leave
- Paid holidays
- Medical, dental, and vision coverage
- Life insurance
- EAP
- Pension program
- 457 Retirement Plans
- Wellness program
- Free employee fitness center
- Education/Tuition reimbursement
- 12 hour shifts with a set 8-hour day

REQUIRED DOCUMENTS CHECKLIST –
To Deputy Chief Jason Norton at jnorton@darienil.gov

- ☐ Complete Application
- ☐ Copy of High School Diploma or equivalent
 - *You must submit a copy even if you provide a copy of your college degree*
- ☐ Copy of Valid Driver's License
- ☐ Copy of Birth Certificate
- ☐ Copy of Social Security Card
- ☐ Copy of Military Service Records (i.e., DD-214 Long Form)
- ☐ Copy of College or University Degree
- ☐ *Optional – resume or other certificates/documentation you wish to be considered in your application packet.*

Any applications and documents received after the deadline will not be accepted.



City of Darien

"A Nice Place to Live"

1702 Plainfield Road
Darien, Illinois 60561

(630) 852-5000
(630) 852-4709 FAX

Lateral Police Officer Employment Application

We welcome you as an applicant with the City of Darien.

- As an equal opportunity employer, the policy of the City of Darien is to employ applicants strictly on the basis of an individual's qualifications. Selections are made without regard to race, religious beliefs, sex, marital status, national origin, age, sexual orientation, or disability.
- Application is active for up to one year. After this time a new application must be completed.
- Nothing herein contained will constitute a commitment of indefinite or permanent employment

General Information

Date: _____

Name: _____
Last First Middle

Address: _____
Street City Zip Code

Telephone Number: _____ () _____

Driver's License Number: _____ State: _____

Email address: _____

Place of Birth _____

Are you lawfully permitted to become employed in this country? Yes _____ No _____

Are you related to anyone currently employed by the City? Yes _____ No _____

If yes, provide name, department, and relationship: _____

Previous Addresses

Please list your previous addresses of residence, starting with the most recent.

Address #1: _____

Address #2: _____

Address #3: _____

Address #4: _____

Family Members

Please list members of your immediate family.

1) **Name:** _____ **Telephone Number:** _____

Address: _____

Relation: _____ **Occupation:** _____

2) **Name:** _____ **Telephone Number:** _____

Address: _____

Relation: _____ **Occupation:** _____

3) **Name:** _____ **Telephone Number:** _____

Address: _____

Relation: _____ **Occupation:** _____

4) **Name:** _____ **Telephone Number:** _____

Address: _____

Relation: _____ **Occupation:** _____

5) **Name:** _____ **Telephone Number:** _____

Address: _____

Relation: _____ **Occupation:** _____

6) **Name:** _____ **Telephone Number:** _____

Address: _____

Relation: _____ **Occupation:** _____

Employment History

Please list your last three employers. Begin with your present or most recent position.

Previous Police Agency: _____

Agency Telephone Number: _____ Hire Date: _____

Direct Supervisor's Name: _____

PTB ID #: _____

Employer #1: _____ Telephone Number: _____

Employer Address: _____

Title: _____ Start Date: _____ Leaving Date: _____

Number of hours worked per week: _____ May we contact current employer? _____

Reason for leaving: _____

Employer #2: _____ Telephone Number: _____

Employer Address: _____

Title: _____ Start Date: _____ Leaving Date: _____

Number of hours worked per week: _____ May we contact current employer? _____

Reason for leaving: _____

Employer #3: _____ Telephone Number: _____

Employer Address: _____

Title: _____ Start Date: _____ Leaving Date: _____

Number of hours worked per week: _____ May we contact current employer? _____

Reason for leaving: _____

Military Background

Have you served in the Armed Forces? Yes _____ No _____

Branch: _____ Number of Years: _____ Rank: _____

Please describe skills or training acquired while serving: _____

Education

	Name & City	# of years attended	Graduation Date	Major/Field of Study
High School				
College/University				
Trade School				
Other				

Please summarize any special job related skills, training, experiences, licenses, or certifications that you possess:

REFERENCES

Please give the names and addresses of three references. Do not include relatives.

Reference Name: _____

Relationship: _____

Address: _____ Telephone: () _____

Reference Name: _____

Relationship: _____

Address: _____ Telephone: () _____

Reference Name: _____

Relationship: _____

Address: _____ Telephone: () _____

Supporting Documents

Please submit your completed application to jnorton@darienil.gov and include the following:

- 1) A copy of your High School Diploma
- 2) A copy of your valid driver's license
- 3) A copy of your birth record

Applicant's Statement

If I am hired, I agree to abide by the rules and regulations of the City. I understand that my employment is AT-WILL. This means that I do not have a contract of employment for any particular duration or limiting the ground for my termination in any way. I am free to resign at any time. Similarly, the City of Darien is free to terminate my employment at any time for any reason. I understand that personnel policies, programs and procedures are in place and may be changed from time to time. The only time my AT-WILL status could be changed is if I were to enter into any express written contract with the City of Darien explicitly promising job security, containing the words "This is an Express Contract of Employment" and approved by the Darien City Council. The above language contains our entire agreement about my AT- WILL status and there are no oral or side agreements of any kind.

I certify that all of the answers and statements herein contained are true and complete. I understand that any misstatement or omission of fact will be sufficient cause for dismissal or disqualification. I hereby authorize the verification of the information on this application, and I understand that the City or its agents may conduct a thorough background examination.

Signed_____

Date_____

City of Darien • Police Department
1710 Plainfield Road • Darien, Illinois 60561

Greg Thomas
Chief of Police

AUTHORIZATION RELEASE OF INFORMATION

Last Name: _____ First Name: _____ Middle: _____
Date of Birth: _____ Race: _____ Sex: _____
Place of Birth: _____ City: _____ County: _____
State: _____ Country: _____

This release, when presented by a duly authorized representative of the Darien Police Department, constitutes my consent and authority to examine and obtain copies and abstracts of records and to receive statements and information regarding my background.

Specifically, I authorize the release of the following data or records to the Darien Police Department: Employment; Educational; Medical; Psychological; Selective Service; Police and Criminal; Motor Vehicle and Driving; Financial and Credit; Polygraph Examinations; and the UNDELETED copy of the separation document and medical records of the National Personnel Records and Military Personnel Records Center.

This authorization is given in connection with a background investigation being conducted relative to my application for, or continued employment with, the Darien Police Department. The intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing an investigation, which may provide pertinent data for the Darien Police Department, to consider my suitability for employment.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part upon this release authorization, will be considered in determining my suitability for employment by the Darien Police Department. I understand that all materials pertaining to this background investigation become the property of the Darien Police Department and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the confidential information or source(s) of information will not be revealed to me.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Signature: _____

Date: _____

Street Address: _____

City, State, Zip Code: _____



City of Darien • Police Department
1710 Plainfield Road • Darien, Illinois 60561
Chief Greg Thomas

AFFIDAVIT

1. I have personally read and answered each and every applicable question herein, and so solemnly swear that each and every answer is full and connect in every respect.
2. I have or will submit to fingerprinting as required.
3. I will consent to a complete medical examination to be administered by a duly appointed physician, and further consent to the release of any medical history or information for the confidential use of the (Fire and Police Commission, or its) assigned medical examiners.
4. I agree to submit to a polygraph (lie detector) examination.
5. I agree to submit to a psychological examination.
6. I agree to submit any and all information on my military service career, if any, including DD214 form papers and military history during my tour of duty with my employment application.
7. I agree to submit a copy of my high school diploma or GED Certificate with my employment application.
8. I agree to submit a copy of my birth certificate with my employment application.

PrintName

Date of Birth

StreetAddress

City, State, Zip

Signature

Date



City of Darien

Position Title: Lateral Police Officer

Department: Police

Supervisor: Sergeant or Officer-In-Charge (OIC)

FLSA Status: Non-Exempt

Effective Date: 08/27/2025

Job Summary

The Police Officer provides for the protection of lives and property and preserves public peace and order through law enforcement, crime prevention, and community engagement. Officers must act within lawful authority while fostering positive community relations.

Essential Duties & Responsibilities

Crime Prevention & Patrol

- Perform directed and general patrols to deter/detect crime and safety hazards.
- Conduct security checks and make recommendations on security.
- Develop and implement crime prevention programs.
- Engage community groups, schools, and residents in problem-solving.

Investigations & Apprehension

- Respond to citizen complaints and conduct investigations.
- Interview witnesses, interrogate suspects, collect and process evidence.
- Prepare/search warrants, arrest offenders, and transport prisoners.
- Testify in court proceedings.

Traffic Enforcement

- Enforce traffic/parking laws; direct traffic safely.
- Investigate accidents, aid the injured, and prepare reports/diagrams.
- Assist stranded or lost motorists.

Juvenile Matters

- Handle cases involving delinquency, neglect, abuse, and runaways.
- Make referrals to social service agencies.
- Collaborate with schools and youth organizations.



Additional Duties

- Respond to domestic disputes, conflicts, and public safety hazards.
- Provide first aid/CPR; assist with fire/medical emergencies.
- Investigate deaths and sensitive incidents.
- Handle lost/found property and animal complaints.
- Conduct house/business checks and community presentations.
- May be assigned to specialized roles (Detective, Training Officer, Evidence Technician, etc.).

Work Schedule

- Shift work including nights, weekends, and holidays.
- Subject to mandatory overtime during emergencies, staffing shortages, or critical incidents.

Knowledge, Skills & Abilities

- Knowledge of law enforcement, community policing, and criminal law.
- Strong communication skills (verbal and written).
- Ability to act quickly, calmly, and decisively in emergencies.
- Ability to interact firmly, courteously, and impartially with the public.
- Maintain confidentiality and sound judgment.

Equipment Used

Patrol vehicles, firearms, less-lethal tools (Taser/OC spray/impact weapons), speed radar, radios, AED/first aid equipment, evidence tools, protective equipment, computers, and software.

Physical & Mental Requirements

- Meet and maintain Illinois physical fitness standards.
- Effect arrests, pursue suspects, lift/carry injured persons, and perform CPR.
- Work in extreme weather conditions and stressful situations.
- Maintain firearm proficiency and manual dexterity.

Emotional & Psychological Requirements

- Remain calm and effective under stress.
- Handle exposure to trauma, violence, and disturbing incidents.
- Work effectively in teams and accept constructive feedback.
- Manage risks from armed/dangerous individuals, hazardous driving, disease exposure, and disasters.



Minimum Qualifications

- High School diploma or GED.
- Age and physical standards as required by the Board of Police Commissioners.
- Successful completion of ILETSB certification and State Exam (unless waived).
- Completion of Field Training and Evaluation Program.
- Valid Illinois Driver's License.
- Maintain required certifications (LEADS, CPR, Bloodborne Pathogens, HazMat).
- Lateral Entry Requirement: Prior full-time sworn law enforcement experience.
- Must meet Illinois certification reciprocity requirements or obtain a waiver through ILETSB.

Acknowledgment

I acknowledge that I have read and understand the duties and requirements of this position.
I agree to perform them to the best of my ability.

Printed Employee Name

Employee Signature

Date

Immediate Supervisor

Date