

VILLAGE OF SAUK VILLAGE

POLICE OFFICER APPLICATIONS

ELEMENTS OF THE SELECTION PROCESS

1. **Mandatory Orientation** – This mandatory orientation will be held on Saturday, April 19th, 2025, at 8:30 a.m. prior to the written examination. No one will be allowed after 8:30 a.m. Candidate check-in will commence at 8:00 a.m.
2. **Written Examination** – The written exam is scored on-site. A minimum score of 70.00% is required to continue in this testing process.
3. **Oral Examination** - Applicants who have successfully passed the written examination will be scheduled to take the oral examination. If you pass the written exam, you will be given a date and time.
4. **Eligibility List** - The Board of Fire and Police Commissioners will post an eligibility list with an expiration date as a result of the selection process. Only those persons named on this list will be considered for appointment as Probationary Police Officer.

Additional elements of the testing process are listed below and you are notified that sensitive or confidential aspects of your personal life may be explored prior to any appointment as a Probationary Police Officer. Candidates will be notified of the date and time of these examinations. The results of all examinations are retained by the Commission and are stored in a secure area. Access is restricted to only those persons entitled to view these records.

5. **Polygraph Examination** - You will be required to submit to a polygraph examination for detection of deception with test questions from the following areas:
 - Work History
 - Honesty
 - Criminal History
 - Use of Force History
 - Alcohol/Drug History
 - Driving Record

A trained and licensed individual will conduct the polygraph examination. No fees will be charged to you. The polygraph examination is not used as a single determinant of employment status. Admissions made during the conduct of the polygraph examination may result in the rejection of an applicant.

6. **Psychological Examination** - You will be required to submit to a psychological examination by a trained and licensed individual for emotional stability and psychological fitness. No fees will be charged to you.

7. **Medical Examination** - You will be required to submit to a medical examination by a medical doctor licensed to practice medicine to certify general health. No fees will be charged to you.

8. **Background Investigation** - Criminal investigators of the Sauk Village Police Department trained in background investigations will conduct a background investigation. This background investigation routinely involves interviews with families and neighbors and will include but is not limited to:
 - Verification of qualifying credentials
 - Review of any criminal history
 - Verification of personal references

9. **Duration of the Selection Process** - Any applicant that is determined to be ineligible for appointment will be notified in writing within 30 days of such decision.

The duration of the selection process in elements listed one through four is usually completed within 90 days. You will be notified when and where to appear to submit to a polygraph, psychological, and medical examination and when a background investigation is begun. These elements are performed when you are being considered for an appointment as a Probationary Police Officer due to the staffing needs of the Sauk Village Police Department.

10. **Re-Application** - There is no limit to the number of times you can apply for participation in the selection process of Probationary Police Officer. You may re-apply for any subsequent selection process announced by the Board of Fire and Police Commissioners.

NOTICE

This document provides a listing of the elements of the selection process and is meant only for use as a general overview to help explain the testing and selection process. The Rules and Regulations of the Village of Sauk Village Board of Fire and Police Commissioners solely apply to the selection process.