

Recruitment and Selection

Effective Date:	01/31/2024
Revised Date:	12/17/2025
Issuing Authority:	

1007.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Alsip Police Department and that are promulgated and maintained by the Department of Human Resources.

1007.2 POLICY

In accordance with applicable federal, state, and local law, the Alsip Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Alsip Police Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Alsip Police Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1007.3 RESPONSIBILITIES

The responsibility for the selection of recruit police officers for the Village of Alsip is shared by the Board of Fire and Police Commission and the Police Department.

The Chief of Police shall be responsible for managing the Department's selection responsibilities, and serve as liaison to the Board of Fire and Police Commission.

1007.4 SELECTION PROCESS

The Alsip Police Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects.

The examination of applicants shall be public, competitive, and open to all citizens of the United States and those legally authorized to work in the United States under federal law if they are authorized to possess firearms under federal law, with specified limitations as to residency, age, health, habits, and moral character (55 ILCS 5/3-6033; 55 ILCS 5/3-8010; 55 ILCS 5/3-7008; 65 ILCS 5/10-2.1-6; 65 ILCS 5/10-1-7).

Alsip Police Department

Policy Manual

Recruitment and Selection

Minimally, the Alsip Police Department shall employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)
 - 1. Candidates shall not be screened, requested, or required to disclose wage or salary history as a condition of employment (820 ILCS 112/10).
- (b) Driving record
- (c) Personal and professional reference checks
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
 - 1. This review should include the identification of any activity that promotes or supports unlawful violence or unlawful bias against persons based on protected characteristics (e.g., race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, disability).
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Polygraph or voice stress analyzer (VSA) examination (when legally permissible)
- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
- (j) Review board or selection committee assessment
- (k) Relevant national and state decertification records, if available, including the National Decertification Index

1007.4.1 VETERAN PREFERENCE

The Alsip Police Department will provide veteran preference points as required (65 ILCS 5/10-1-16; 65 ILCS 5/10-2.1-8; 65 ILCS 5/10-2.1-9; 55 ILCS 5/3-8010).

1007.4.2 EXPUNGED JUVENILE RECORDS

Application forms for employment should contain language informing the applicant that the applicant is not required to disclose expunged juvenile records (705 ILCS 405/5-923). No member of the Alsip Police Department may ask an applicant whether the applicant has had a juvenile record expunged.

Alsip Police Department

Policy Manual

Recruitment and Selection

1007.4.3 LAW ENFORCEMENT OFFICER APPLICANTS

The Administration Lieutenant should develop and implement department procedures to comply with 50 ILCS 705/6.5.

For all probationary, part-time, and full-time law enforcement officer applicants, the Administration Lieutenant shall ensure that (50 ILCS 705/6.5):

- (a) The applicant executes and signs a written release authorizing all current and prior employers to produce to the Alsip Police Department all records required by law.
- (b) The applicant's executed and signed release is sent to their current and prior employers.
- (c) Appropriate follow-up action is taken if an employer does not produce the required records, verification, and/or certification within the time and in the manner required by law.
- (d) All requested and required materials are received and reviewed before making the applicant an offer of employment.

1007.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Alsip Police Department (50 ILCS 705/10.2).

1007.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1007.5.2 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1007.5.3 RECORDS RETENTION

The background report, all supporting documentation, and testing results shall be maintained in accordance with the established records retention schedule and Illinois Compiled Statutes.

1007.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time

Recruitment and Selection

- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1007.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Alsip Police Department and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Department of Human Resources should maintain validated standards for all positions.

1007.7.1 STANDARDS FOR THE ALSIP POLICE DEPARTMENT

Candidates shall meet the minimum standards established by Illinois law, including those provided in 55 ILCS 5/3-8010, 65 ILCS 5/10-1-5, 65 ILCS 5/10-2.1-5, and the Illinois Police Training Act (50 ILCS 705/8.1).

Candidates shall not have been convicted of, found guilty of, entered a plea of guilty to, or entered a plea of nolo contendere to, any felony or any misdemeanor specified in 50 ILCS 705/6.1(a).

1007.8 PROBATIONARY PERIODS

The Administration Supervisor should coordinate with the Alsip Department of Human Resources to identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

1007.9 TRAINING

All steps involved in the recruitment and selection process (e.g., recruitment techniques, polygraph examinations, medical examinations) shall be conducted by trained personnel.

Alsip Police Department

Policy Manual

Recruitment and Selection
