



## ENTRY LEVEL POLICE OFFICER FREQUENTLY ASKED QUESTIONS (“FAQS”)

### 1. What are the minimum qualifications for the Police Officer position?

a. You must be the age of 21 at the time of hire and possess a current, valid State of Illinois driver’s license.

*i. Pursuant to the Municipal Code of Chicago, no person may be appointed as a probationary Police Officer after the person’s 40<sup>th</sup> birthday.*

b. You must be a U.S. citizen or a legal resident at the time of hire.

c. Also at the time of hire, you must have at least 60 semester hours (or 90 quarter hours) from an accredited college or university.

*i. This educational requirement may be waived if:*

1. You have served at least three (3) continuous years (36 months) on active duty in the Armed Forces of the United States; **OR**

2. You have completed at least 30 semester hours (or 45 quarter hours) from an accredited college or university **AND** have served at least one (1) continuous year (12 months) on active duty in the Armed Forces of the United States.

d. Please refer to the section “After the Exam Administration” for additional information about what happens after you take the written exam.

### 2. Do I have to be a resident of the City of Chicago to apply?

a. You are not required to be a resident of the City of Chicago at the time of application. However, you will be required to be a resident of the City of Chicago if hired.

### 3. What if I owe the City money (for example, through unpaid parking tickets or water bills)?

a. You must pay all debts to the City before you can enter the Police Training Academy. To prove that you have paid your debts, you must provide proof from the Department of Finance that either (1) the debt is not attributable to you; or (2) you have paid the debt in full.

### 4. What is the salary of a Police Officer?

a. A Police Officer starts at an annual salary of \$48,078 which increases to **\$72,510** after eighteen (18) months.

### 5. What are the benefits that are offered with the Police Officer position?

**a. There are many benefits, which include:**

i. Starting annual salary of \$48,078, this increases to an annual salary of **\$72,510** after eighteen (18) months

ii. Tuition Reimbursement

iii. Medical, Dental, Prescription and Vision Insurance

iv. Opportunity for Advancement

v. Attractive Work Schedule

vi. Paid Holidays and Vacation Days

vii. Retirement Plan

viii. Annual Uniform Allowance



### After the Exam:

#### **1. If I receive notification that I've passed the exam, what happens next?**

- a. All applicants who pass the exam are placed on an eligibility list based on a randomly assigned lottery number. You will be referred to the Chicago Police Department in lottery order as vacancies become available.

#### **2. What minimum qualifications must I meet if I am referred off the eligibility list?**

- a. You must be 21 years of age at the time of hire and possess a current, valid State of Illinois driver's license.

*i. Pursuant to the Municipal Code of Chicago, no person may be appointed as a probationary Police Officer after the person's 40<sup>th</sup> birthday.*

- b. You must be a U.S. citizen or a legal resident at the time of hire.

- c. Also at the time of hire, you must have at least 60 semester hours (or 90 quarter hours) from an accredited college or university.

*i. This educational requirement may be waived if:*

1. You have served at least three (3) consecutive years (36 months) on active duty in the Armed Forces of the United States; **OR**

2. You have completed at least 30 semester hours (or 45 quarter hours) from an accredited college or university **AND** have served at least one (1) continuous year (12 months) on active duty in the Armed Forces of the United States.

#### **3. What if I haven't reached the age of 21 when I am referred off the eligibility list?**

- a. You will begin the pre-employment process as you near the age of 21; however you cannot start in the Police Academy until you have actually reached the age of 21. So long as you meet the other hiring requirements, the Chicago Police Department will make every effort to ensure that your application is processed expeditiously.

- b. **PLEASE REMEMBER:** in order to attend the Police Training Academy, you must have the required credit hours or one of the military equivalents detailed in Question #2 above. If you do not meet the educational requirement or have a military equivalent at the time of referral, your pre-employment processing for entrance to the Police Training Academy will be frozen until you do. If you do not obtain these requirements by the time the referral list is exhausted, you will no longer be considered and will need to apply and test, again.



**4. If I meet the minimum qualifications and am placed on the eligibility list in lottery order, how long am I on the eligibility list? When does the eligibility list expire?**

- a. You remain on the eligibility list until it is either fully exhausted or retired.
- b. Please be sure to keep your contact information (*i.e.*, address, phone, and e-mail) up-to-date to ensure that we can reach you if you are referred from the eligibility list. To update your contact information as necessary by logging into your account to review and/or revise your contact information. It is the candidate's responsibility to ensure that their contact information remains current and is accurate.

**5. What if I can't log into my account?**

- a. Contact (312) 744-4976 or stop by City Hall, Room 100 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. We can provide your user name and reset your password.

**6. If I'm referred to the Chicago Police Department, am I immediately admitted to the Police Training Academy?**

- a. No. Before you can be admitted to the Police Training Academy, you must undergo physical testing (known as the Police Officer Wellness Evaluation Report (P.O.W.E.R.) test), as well as a background check, psychological evaluation, drug testing, and other testing as required by the Chicago Police Department.

**7. Can I prepare for the P.O.W.E.R. test in advance of being referred?**

- a. Yes. You can find information regarding what the P.O.W.E.R. test on our website and/or attend one of our Pre Power Prep sessions.

**8. What happens if I fail any portion of the hiring process?**

- a. If you fail any portion of the hiring process CPD may request that your name be removed from the DHR eligibility list and will cease to process your application.

**9. I had some trouble with the law when I was younger but have since been a model citizen. Will I be disqualified for the police officer position?**

- a. You may be disqualified for engaging in certain activities or for exhibiting certain behaviors, whether or not you were ever arrested, convicted or questioned by police or other law enforcement agencies. The background investigation includes a thorough check of your character and activities over a substantial period of time. Evidence that you have engaged in certain activities that would constitute a felony will be disqualifying. Evidence of other activities may be disqualifying, depending on the circumstances. Failure to disclose any requested information is grounds for disqualification.

**10. I was arrested before but I had my records sealed/expunged. Do I have to disclose this information during the background investigation?**

- a. Yes, you must disclose all contacts with the police and/or judicial system as part of your background investigation. Law enforcement agencies are an exception to the general rule that an employer may not consider an expunged or sealed record with respect to employment matters. 20 ILCS 2630/12. Failure to disclose any requested information is grounds for disqualification.



**11. I used drugs recreationally several years ago. Must I disclose this information?**

a. Yes, you must truthfully and completely provide answers to all questions asked. While current drug use is grounds for disqualification, prior drug use is evaluated based on a variety of factors.

**12. I used my friend's/spouse's/parent's/sibling's prescription drugs. Must I disclose this information?**

a. Yes, unauthorized use of drugs includes using prescription drugs that are not prescribed to you and/or using prescription drugs in amounts and frequencies other than prescribed. You do not, however, need to disclose prescription drugs that were prescribed to you and used appropriately.

**13. If I'm admitted to the Police Training Academy, what kind of training will I receive?**

a. There is a wide range of training provided, including physical, practical, and academic training on areas such as, Chicago Police Department policies and procedures, the law, communication skills, strategies and tactics, professionalism, and the use of various equipment and technologies.

**14. How long does it take to graduate from the Police Training Academy?**

a. Approximately six (6) months. Probationary police officers must successfully complete all training modules in order to graduate.

**15. If I graduate from the Police Training Academy, where will I be assigned?**

a. Assignments of graduates will depend on the operational needs of the Chicago Police Department at the time of graduation.

**16. When does the probationary period start? How long is it?**

a. The probationary period starts when you enter the Police Training Academy, and the probationary period is eighteen (18) months, unless extended due to injury, illness, or leave.

**17. Do I have to graduate from the Police Training Academy in order to work as a Police Officer?**

a. Yes.

**18. I am a Police Officer in another jurisdiction. Do I still have to go through the Chicago Police Department's training program?**

a. Yes. Regardless of your current status, everyone hired for the position of Police Officer must attend and graduate from Chicago's Police Training Academy in order to hold that title.

**19. I applied and passed the 2016 Police Officer exam but have not been referred or finished the pre-employment process to start the Academy. Do I need to reapply and retest?** a. If you have not been given an Academy start date, we strongly encourage you to apply for and take for the 2017 Police Officer exam as there are no guarantees of employment. Taking the 2017 exam will allow you the opportunity to move forward with the 2017 pre-employment process, in the event that you are unable to complete the 2016 pre-employment process.