

# VILLAGE OF WESTERN SPRINGS

## POLICE DEPARTMENT



## COMMUNITY AND DEPARTMENT INFORMATION

Village of Western Springs  
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Western Springs, Illinois 60558  
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[www.wsprings.com](http://www.wsprings.com)



**The Village of Western Springs is an Equal Opportunity Employer**

## **Applicant Information**

This information is intended to provide applicants with an overview of the Village of Western Springs and the Police Department.

### **Community Profile**

The Village of Western Springs was incorporated in 1886. The Village consists of 2.32 square miles and has a population of about 13,500. The Village housing stock is made up of almost exclusively high quality single family detached units ranging in value from \$250,000 to \$1,300,000. Since the early 1990's, residential construction, rehabilitation, and housing demolitions have occurred on a consistent basis so that housing stock has improved.

Western Springs School District 101 serves three elementary schools and one junior high school. Lyons Township High School District 204 is a regional high school which has two campuses. The South High School is located in the Village and serves the freshman and sophomore students. There is one private elementary school located in the Village. It serves students from the Village as well as surrounding communities.

The Burlington Northern Railway provides 25 minute express commute to Chicago's Loop. Western Springs is located approximately 16 miles west of Chicago with a driving time of 25 to 40 minutes.

Plaza shopping facilities are available at the Garden Market as well as a picturesque downtown shopping district. Oak Brook Center, Yorktown and Orland Square malls are easily accessible.

The Village's Recreation Department offers a full range of activities through its two recreation centers and numerous programs in the parks. The Park District maintains over 80 acres of parks for community use. The Bemis Woods Forest Preserve is north of the Village along Salt Creek, offering picnic areas, bike trails, cross country skiing and nature studies. Nearly a dozen golf and country clubs are within 5 miles of the community. Other recreational activities are offered by 24 civic, fraternal and neighborhood clubs.

### **Police Department**

The Police Department currently employs 21 full-time sworn police officers. There is currently a Chief, one Deputy Chief, and four Sergeants. Specialized assignments include, but are not limited to, Detective and High School Resource Officer. A total of 15 sworn officers are assigned to the Patrol Division. Civilian staff include one Community Service Officer/Records Manager, an Administrative Services Coordinator, two Records Clerks and a part-time Accreditation Manager. The Department also employs 8 part-time crossing guards. In addition, the Department has 8 volunteer Auxiliary Police Officers coupled with an Explorer Cadet Program.

The Department is accredited through the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) which means that our policies and procedures comply with best practices and national standards. The Police Department was received its fourth consecutive re-accreditation award in 2016.

## **Recruit Training**

Applicants who are appointed to the Department by the Board of Fire and Police Commissioners are required to attend 14 weeks of basic academy training at one of the authorized training State academies. Recruit officers receive their full salary and benefits while attending the academy.

Each recruit is required to:

- Successfully complete the basic academy
- Successfully pass the comprehensive written examination in order to receive State certification attesting to successful completion of the minimum standard basic law enforcement training requirements.

After graduation from the academy, the officer will be assigned to the Department's Field Training Program under the supervision of several certified Field Training Officers. The officer must successfully complete all requirements of the Field Training Program before the officer is cleared for solo patrol duties.

Failure to successfully complete all aspects of basic academy training and field training will result in dismissal of the police recruit from the Village of Western Springs Police Department.

## **Work Schedule**

Currently, officers assigned to the Patrol Division work a 28 day schedule consisting of fixed 8.5 hour shifts. Officers remain on the same shift for one year. Shift assignments are made as necessary in order to maintain appropriate staffing levels on each shift. Regular shift hours are:

6:30 a.m. – 3:00 p.m.  
2:30 p.m. – 11:00 p.m.  
10:30 p.m. – 7:00 a.m.

## **Salary**

Salaries are determined by the Collective Bargaining Agreement between the Village of Western Springs and Metropolitan Alliance of Police Chapter 360.

### **STEP**

|                                            |          |                                             |
|--------------------------------------------|----------|---------------------------------------------|
| Starting salary for probationary officers: | \$62,562 | * Expired Contract - New contract currently |
| A                                          | \$64,087 | under negotiation                           |
| B                                          | \$65,652 |                                             |
| C                                          | \$71,660 |                                             |
| D                                          | \$74,129 |                                             |
| E                                          | \$80,765 |                                             |
| F                                          | \$84,437 |                                             |
| G                                          | \$88,108 |                                             |

Advancement from the Probationary Step to Step A shall be upon successful completion of the probationary period. Advancement through Steps A through F occur at twelve month intervals. Advancement from Step F to Step G is after two years.

At the discretion of the Police Chief, an employee with at least two (2) years prior experience as a police officer may be paid at Step B of the above salary schedule upon successful completion of the probationary period.

Thereafter, the employee shall advance through the steps in accordance with the Collective Bargaining Agreement.

**Tuition Reimbursement**

The Village of Western Springs employees are encouraged to enroll in college or university courses which are designed to improve job skills. Where a course is directly and immediately related to the employee's work responsibilities and the Village will receive a significant benefit, the employee may qualify for 100% tuition reimbursement upon satisfactorily completing the course. Reimbursement is limited to \$4,000 per employee per fiscal year.

**Vacation Schedule**

| Years of Continuous Service | Bi-weekly hours earned | Total hours of vacation per year |
|-----------------------------|------------------------|----------------------------------|
| Hire through 6 years        | 6.15                   | 160                              |
| 7 through 12 years          | 7.69                   | 200                              |
| 13 years and beyond         | 9.23                   | 240                              |

The foregoing number of vacation days includes holidays and shall be in lieu of time off for holidays and holiday pay.

**Holidays**

An officer who is required to work on one of the following holidays will be paid 1-1/2 times their regular straight-time hourly rate of pay for all hours actually worked on a holiday:

|                  |                               |
|------------------|-------------------------------|
| New Year's Day   | Thanksgiving Day              |
| President's Day  | Friday after Thanksgiving Day |
| Memorial Day     | Christmas Eve                 |
| Independence Day | Christmas Day                 |
| Labor Day        | Martin Luther King Day        |

**Personal day**

Each officer receives one and one-half non-accumulative personal days (12 hours) for use during the following calendar year.

**Sick leave policy**

An officer is granted one day of sick leave of each full calendar month of employment. The number of sick leave days shall not exceed 240 days at any one time.

**Uniform allowance**

New officers are provided all uniforms including leather equipment. The department provides the officer's star, hat shield, weapon, and body armor. Officers are allotted \$600 annually as a uniform allowance (pro rata if employed less than a year). Officers are required to submit valid vouchers/receipts for purchase of appropriate uniform items.

### **Bereavement leave**

An officer may be granted a bereavement leave of absence of up to three (3) days without loss of pay in cases of death of a member of the officer's family. The purpose of such leave shall be to attend the funeral (including making arrangements for the funeral).

### **Insurance program**

The Village provides for participation in the Village's Group Hospitalization and Major Medical Insurance Program, PPO or an HMO. Employees are required to contribute the following amount for the Gross Monthly Employee Contribution:

- Single            10%
- Family           20%

This amount is deducted from the employee's pay check.

### **Term life insurance**

Each officer is provided with term life insurance coverage in a dollar amount equal to the officer's salary, up to \$50,000.

### **Pension plan**

Officers are required to complete a separate application to the Village of Western Springs Police Pension Board for acceptance into the Police Pension. Officers may qualify for a pension after 55 years of age under the TIER 2 Pension formula for those employed on or after January 1, 2011.

***Professionalism-Integrity-Pride-Service-Dedication***