

VILLAGE OF WESTERN SPRINGS

DEPARTMENT OF LAW ENFORCEMENT SERVICES



COMMUNITY AND DEPARTMENT INFORMATION

Village of Western Springs
740 Hillgrove Avenue
Western Springs, Illinois 60558
708-246-8540

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 Department of Law Enforcement Services.

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.

In November, 2007, BusinessWeek.com listed Western Springs second in a list of the 50 best places to raise children. The rankings were based on five factors, including school test scores, cost of living, recreational and cultural activities, number of schools, and risk of crime.

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 Department of Law Enforcement Services employs 20 full time sworn police officers including the Chief. There is currently one Deputy Chief and four Sergeants. Specialized assignments include an Investigator and a High School Resource Officer. A total of 14 officers are assigned to the Patrol Division. Civilian personnel include one Community Service Officer/Dispatch Supervisor, 4 Telecommunicators, a part-time Accreditation Manager and Departmental Secretary. The Department utilizes 8 seasonal Crossing Guards. In addition, the Department has 8 volunteer Auxiliary Police Officers along with a teen 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 national standards. The Department of Law Enforcement Services was last re-accredited in 2013 and is scheduled for a fourth consecutive re-accreditation in the summer of 2016.

Recruit Training

Applicants who are appointed to the Department by the Board of Fire and Police Commissioners are required to attend 12 weeks of Basic Academy training at one of the authorized training 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 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 12 week Field Training Program under the supervision of several Field Training Officers. The officer must successfully complete all requirements of the Field Training Program before the officer is ready for solo patrol.

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 Department of Law Enforcement Services.

Work Schedule

Currently, officers assigned to the Patrol Division work a 28 day schedule consisting of fixed 8 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:

- 7:00 a.m. – 3:00 p.m.
- 3:00 p.m. – 11:00 p.m.
- 11:00 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:	\$58,095	* Expired Contract - New contract currently
A	\$59,511	under negotiation
B	\$60,964	
C	\$66,543	
D	\$68,836	
E	\$74,998	
F	\$78,408	
G	\$81,817	

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 Director of Law Enforcement Services, 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.

Expense Reimbursement Agreement

Upon hiring, the Board of Fire and Police Commissioners requires each employee to enter into a reimbursement agreement. This agreement requires the employee to reimburse the Village of Western Springs for all expenses incurred in connection with training, certification, and equipment in the event employment with the Police Department ceases within thirty-six (36) months from commencement of all training required by the Police Department for an entry level position due to any cause other than termination or discontinuance of employment due to injury or illness.

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. Dental insurance is also available for employees.

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 1-1-2011.

Professionalism-Integrity-Pride-Service-Dedication