



Police
Department
850 East. 61st Street
Chicago, Illinois 60637

THE UNIVERSITY OF CHICAGO POLICE DEPARTMENT (UCPD) 2021 POLICE OFFICER HIRING PROCESS

Instructions: Please read the following hiring steps and content carefully. Applicants who fail to follow the hiring process or meet deadlines will not be considered for this position.

Step 1 – Submit Application and required documents online at UChicago Jobs:

1. Applications, including cover letters and resumes, must be submitted online through UChicago Jobs at <https://www.uchicago.edu/jobs> by **February 26, 2021**. Applications submitted by other methods, such as email, fax, or mail **cannot** be accepted for consideration.
2. Applicants without a current State of Illinois law enforcement certification should apply to the job opening entitled **Police Officer II (Non-Certified)**.
3. **Please note:** PDFs of *unofficial transcripts or a copy of your four-year college degree* **MUST** be uploaded and submitted with your online application. Unofficial transcripts or a copy of your four-year college degree and all required documents **MUST** be uploaded under the Resume/CV section of the application. **If you need assistance during the application process, please contact the Department of Safety and Security Talent Acquisition Team at talentacquisition@uchicago.edu.** However, *official* University/college transcripts **MUST** be forwarded to the department if you are selected for a conditional offer of employment. Official transcripts can be sent to the Department of Safety and Security, 6054 South Drexel Avenue, 1st Floor, Chicago, Illinois 60637, **Attention:** Management Services.

Step 2 – Written Examination:

1. Applicants who meet basic qualifications (i.e., possessing the knowledge, skills, education, and experience listed as "required" on the job posting) and have a complete application submission (including cover letters, resumes, and transcripts) will be invited to complete the written examination.
2. Applicants selected for written examination will receive an email notification indicating they are qualified to attend the written exam. Applicants who do not qualify for the written test will receive a rejection notice.
3. The written examination will be by appointment only and held during the week of **March 20, 2021** at 6054 S. Drexel Street, Chicago, Illinois 60637.
4. The written examination is developed by Law Enforcement Services, Inc. (LESI) and is designed to assess applicants' backgrounds, cognitive skills, and interpersonal characteristics. The written examination takes approximately 3 – 5 hours to complete.
5. Applicants must bring a picture ID issued by a government agency.
6. Applicants cannot be accompanied into the testing area by anyone other than the testing administrator.



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7. Applicants must bring completed and signed copies of the UCPD Personal History Questionnaire and the Authorization of Background Investigation Form to the written examination (See Step 4).

Step 3 – Physical Agility Test (POWER Testing):

1. Applicants who pass the written examination, will be required to upload a POWER Card as part of their application in Workday (Upload on the page titled “My Experience” in the “Resume/CV section 48 hours prior to the virtual interview.
2. Applicants POWER Card must have an issue date after **December 16, 2020**.
3. POWER Card can be obtained at POWER Testing site upon successful completion of the POWER test. The applicant will be responsible for all fees associated with the POWER test. If you need assistance locating a POWER Testing site, please contact the Department of Safety and Security Talent Acquisition Team at talentacquisition@uchicago.edu.
4. The POWER Test is designed to measure strength, agility, endurance, and aerobic capacity following State of Illinois requirements. The testing consists of sit-ups, sit and reach, bench press, and a 1 ½ mile run. Information on the State of Illinois POWER Testing requirements, including criteria for passing, can be found online at: safety-security.uchicago.edu/police/hiring_training.
5. Applicants should wear athletic clothing and gym (running) shoes. Applicants should prepare for inclement weather (i.e. rain gear). In the event of severe weather, the 1 ½ mile run may be deferred to later the same day or the following day.

Step 4 – UCPD Personal History Questionnaire & Authorization of Background Investigation Form:

1. Applicants must bring completed and signed copies of the UCPD Personal History Questionnaire and the Authorization of Background Investigation Form to the written testing site.
2. The UCPD Personal History Questionnaire (PHQ) can be found online at: safety-security.uchicago.edu/police/hiring_training.
3. The Authorization of Background Investigation Form can be found online at: safety-security.uchicago.edu/police/hiring_training.



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Step 5- Personal History Questionnaire through Law Enforcement Services, Inc. (LESI):

1. Applicants will receive an email from UCPD through LESI to complete an online Personal History Questionnaire. Applicants must complete the questionnaire through LESI by following the instructions in the email sent to the applicant's email address provided in the UCPD PHQ. All applicants are responsible for ensuring that their current email provided on the Personal History Questionnaire is accurate.
2. Applicants must complete the personal history questionnaire from LESI within 7 days.

Step 6 – Panel Interview:

1. Based on the current applicant pool scoring and LESI exam results, the strongest candidates will be invited to participate in virtual panel interviews. Applicants will be notified via phone if selected to attend panel interviews.
2. The interviews will start on or about **April 26, 2021** and will be conducted by a committee to assess personal accomplishments, interest in law enforcement, and interpersonal and communication skills.

Step 7 – Final Interview:

1. Based on panel interview results, the strongest candidates will be invited to participate in final interviews with the Chief of Police at the Department of Safety & Security, 6054 South Drexel Avenue, Chicago, Illinois 60637. The interviews will take place on or about **April 26, 2021**.
2. Based on final interview results with the Chief of Police, the strongest candidates will receive conditional offers. ***Conditional offers of employment do not guarantee that candidates will receive a final offer of employment with the department. Candidates who do not successfully complete Steps 8 & 9 will receive a letter rescinding their offer of employment with the department.***

Step 8 – Background Investigation:

1. Comprehensive background investigations are completed on each potential candidate that receives a conditional offer to ensure the candidate meets the UCPD's hiring standards. UCPD Investigators conduct extensive interviews with candidates and perform criminal background investigations, as well as personal and professional reference checks.
2. Candidates will be contacted to schedule appointments with department management to complete background investigations the week of **May 1, 2021**.



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Step 9 – Psychological and Medical Evaluations:

3. The psychological and medical evaluations are thorough, and it is essential that candidates be in excellent health with no conditions which would restrict their ability to safely perform as police officers. Psychological and Medical Evaluations will begin the week of **May 1, 2021** and run concurrently with Background Investigations.
4. Psychological evaluations will be held at the COPS and Fire Personnel Testing Services, 200 W. Higgins Rd. Ste. 201, Schaumburg, IL 60195. Medical evaluations including physical and drug screening will be held at University of Chicago Medicine, 5841 S. Maryland Ave., Room D-136 MC 7103, Chicago, IL 60637.

Step 10 – Offer of Employment Certification:

1. Candidates will be notified during the week of **June 1, 2021** whether they have satisfactorily completed steps 8 and 9 in the selection process.
2. If a candidate satisfactorily completes steps 8 and 9 in the selection process, a final offer of employment as a new probationary officer with the department will be extended. These candidates should also apply for Firearms Owner's Identification (FOID) Cards immediately if they do not already have one. Applications for FOID Cards can be found online at: <http://www.isp.state.il.us/foid/foidapp.cfm>.
3. Conditional offers of employment will be rescinded for applicants that did not satisfactorily complete any part of steps 8 and 9.

Step 11 – Orientation & Training:

1. New probationary police officers will complete an initial period of administrative training on or about **June 21, 2021** at UCPD, 6054 South Drexel Avenue, Chicago, Illinois 60637. (The lobby entrance is on the 61st Street side of the building.)
2. New non-certified probationary police officers will be required to POWER Test for the Chicago Police Academy on **June 19, 2021**. New non-certified probationary police officers must present a completed Chicago Police Academy Medical Release Form signed by a health care provider in order to POWER Test for the Chicago Police Academy. New non-certified recruits that do not satisfactorily complete POWER Testing for the Chicago Police Academy will be terminated.
3. Non-certified probationary police officers attend 16 weeks of training at the Chicago Police Academy on **June 28, 2021**. The training is consistent with the requirements of the Illinois Law Enforcement Training and Standards Board (ILETSB). Once the training is completed, the new recruits must pass a certification examination administered by the ILETSB for continued employment. After completion of the Chicago Police Academy and successful passing of the certification exam, recruits will then complete 12 additional weeks of training as required by the UCPD Field Training Program.



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4. New recruits who are hired by UCPD who are currently certified police officers in the State of Illinois will immediately begin the UCPD Field Training Program after the initial week of administrative training is complete.

Applicant Notice: The University of Chicago is an Affirmative Action/[Equal Opportunity](#)/Disabled/Veterans Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law. For additional information please see the [University's Notice of Nondiscrimination](#).

For questions on the hiring process, please contact the Department of Safety and Security Human Resources via email at dss-hr@uchicago.edu. Please note visitors must sign an attestation acknowledging and accepting the potential risks posed to them by COVID-19 before entering inside University facilities. Any dates may be subject to change based on the occurrence of the Chicago Police Academy due to COVID 19 and further ordinances enforced by the City of Chicago, and/or the University of Chicago operational necessity.