



**THE UNIVERSITY OF CHICAGO POLICE DEPARTMENT (UCPD)
2017 POLICE OFFICER HIRING PROCESS**

Step 1 – Submit Application online at UChicago Jobs

1. Applications, including cover letters and resumes, must be submitted online through UChicago Jobs at <https://jobopportunities.uchicago.edu/> by Monday, May 1, 2017 5:00pm. Applications submitted by other methods, such as email, fax, or mail cannot be accepted for consideration.
2. Applicants without law enforcement certification should apply to the job opening entitled **Police Officer II (Non-Certified)**. Applicants with law enforcement certification should apply to the job opening entitled **Police Officer III (Certified)**.
3. Original University/college transcripts must be forwarded by June 8, 2017, to the Department of Safety and Security, 6054 South Drexel Avenue, Rm. 119, Chicago, Illinois 60637, Attention: Management Services. (PDFs of unofficial transcripts can be submitted online via UChicago Jobs as an “other” document. Alternatively, unofficial transcripts can be sent via email to dss-hr@uchicago.edu or via fax to 773-926-0985 by May 1, 2017. However, official transcripts must be received by June 8, 2017 if selected for a conditional offer of employment.)
4. Applicants who meet basic qualifications (i.e., possessing the knowledge, skills, education, and experience listed as “required” on the job posting) can attend the physical agility test.

Step 2 – Physical Agility Test (POWER Testing)

1. POWER Testing will be held on Saturday, May 6, 2017 at the Gerald Ratner Center, located at 5530 South Ellis, Chicago, Illinois 60637. Testing begins promptly at 7AM.
2. POWER Testing 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
3. Applicants should wear athletic clothing and gym (running) shoes. Applicants should prepare for inclement weather (ie. rain gear, etc.) In the case of severe weather, the 1 ½ mile run may be deferred to later the same day or the following day.
4. Before beginning the POWER Test, applicants will be required to complete an Acceptance of Risk Agreement.
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 administrators.
7. The UCPD Personal History Questionnaire and Authorization of Background Investigation Forms must be submitted the day of the POWER testing.

Step 3 – UCPD Personal History Questionnaire & Authorization of Background Investigation Form

1. Applicants must bring completed and signed copies of the UCPD Personal History Questionnaire as well as the Authorization of Background Investigation Form to the POWER testing.



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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
4. Applications (including cover letters, resumes, and transcripts) and UCPD Personal History Questionnaires (PHQ) will be reviewed to select applicants for written examinations and departmental interviews.
5. Applicants selected for written examination will receive an email notification indicating they are qualified to attend the written exam during the week of May 8, 2017 to the email provided in the UCPD PHQ.

Step 4 – Written Examination

1. The written examination will be held at 8:00am on Saturday, May 13, 2017, at Kent Hall, 1020 East 58th Street, Room 107, Chicago, Illinois 60637.
2. The written examination is developed by Law Enforcement Services, Inc.(LESI) and is designed to assess applicants' backgrounds, cognitive skills, and interpersonal characteristics.
3. The written examination takes between 3 ½ and 5 hours.
4. Applicants must bring a picture ID issued by a government agency.
5. Applicants cannot be accompanied into the testing area by anyone other than the testing administrators.

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

1. By no later than Wednesday, May 17, 2017 at 5 PM, 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 by Tuesday, May 23, 2017.

Step 6A – Panel Interview

1. Panel Interviews will start on or about Monday, June 12, 2017. Applicants will be notified via email as well as phone to confirm attendance at the panel interviews.
2. Panel interviews will be located at the Department of Safety & Security, 6054 South Drexel Avenue, Chicago, Illinois 60637.
3. The interview will be conducted by a committee to assess personal accomplishments, interest in law enforcement, and interpersonal and communication skills.



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Step 6B – Final Interview

1. Final interviews with the Chief of Police will be conducted during the week of June 26, 2017 at the Department of Safety & Security, 6054 South Drexel Avenue, Chicago, Illinois 60637.
2. Conditional offers of employment will be made the week of July 3, 2017.
3. Applicants not selected for a final interview or for a conditional offer of employment may be placed in a candidate eligibility pool until the next full hiring process.

Step 7 – Background Investigation

1. Comprehensive background investigations are completed on each potential candidate 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. Background investigations will begin the week of July 3, 2017.
2. Appointments with department management to complete background investigations will begin the week of July 3, 2017 and July 10, 2017.

Step 8 – Psychological and Medical Evaluations

1. 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 July 10, 2017.
2. Psychological evaluations will be held at the Center for Applied Psychology and Forensic Studies, 205 West Randolph Street, Suite 830, Chicago, Illinois 60606. 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 9 – Offer of Employment Certification

1. Candidates will start being notified during the week of August 1, 2017, whether they have satisfactorily completed steps 7 and 8 in the selection process. Conditional offers of employment will be rescinded for applicants that did not satisfactorily complete any part of steps 7 and 8.
2. Candidates should 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. Candidates will begin employment as new probationary police officers on Monday, August 28, 2017.

Step 10 – Orientation & Training

1. New probationary police officers will complete an initial period of administrative training starting at 9:00am on Monday, August 28, 2017, 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 Wednesday, August 30, 2017. 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



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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. Starting on Tuesday, September 5, 2017, non-certified probationary police officers attend 16 weeks of training at the Chicago Police Academy. 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 ILETBSB 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.

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.

If you have any questions, please contact Human Resources at the Department of Safety and Security via email at dss-hr@uchicago.edu. Please note that some dates may be subject to change based on operational necessity.