

City of Chicago Police Officer Make-Up Examination

Sunday September 25, 2011

The City of Chicago, Department of Human Resources (DHR), will be administering a make-up exam for the 2010 Chicago Police Officer examination. The make-up examinations are offered to military personnel who were on active duty during the original application period (10/28/10 – 11/26/10) or examination (12/11/10) as well as candidates who applied during the original application period (10/28/10 -11/26/10) but could not attend the original examination due to:

1. religious restrictions
2. medical/personal emergency

All candidates wishing to participate in the make-up exam must meet the minimum qualifications of the position including age, education and/or military experience, and possess a valid driver's license as outlined in the original announcement.

The examination is scheduled to take place on **September 25, 2011**.

The application period begins on **Thursday, August 25 2011** and closes on **Thursday, September 8, 2011 at 11:59PM Central Standard Time (CST)**.

APPLICATION PROCESS

Category 1 – Individuals who already requested to be considered for the make-up exam

- If you submitted an online application during the open application period from 10/28/10 to 11/26/10 **and** have already sent us an e-mail request and required documentation to take the make-up exam, you should have received an e-mail confirming that you were placed on the make-up exam list.
 - If you received an e-mail confirming that you are on the make up exam list, you do not need to take any further steps.
 - If you did not receive an e-mail confirming that you are on the make-up exam list, please send an e-mail at police-application@cityofchicago.org and we will determine your eligibility to take a make-up exam.

Category 2 – Individuals who applied during the open application period but did not take the exam on December 11, 2010

- If you submitted an online application during the open application period from 10/28/10 to 11/26/10, please **e-mail** the following information to police-application@cityofchicago.org:
 1. **Subject line of the e-mail should read “Make-Up Exam Request.”**
 2. **The user name and e-mail address you used on your original online application as well as your first and last name.**

3. Required Documentation to be attached to the e-mail.

A. Military personnel interested in the make-up exam must submit the following:

- DD-214 (Member Copy 4) showing dates of service and character of service.

OR

- Copy of your Military ID and a letter from the Commanding Officer, on official letterhead, stating status of current armed forces enlistment, dates of service and character of service.

OR

- Letter from the United States Veteran's Administration, on official letterhead, stating dates of service and character of service.

B. Candidates who missed the original exam due to religious obligations, or a medical or personal emergency must submit one of the following forms of documentation via e-mail:

- A sworn and notarized affidavit stating the nature of the religious restriction.
- A sworn and notarized affidavit detailing the medical/personal emergency.

NOTE: If you need an affidavit template, please e-mail us at police-application@cityofchicago.org and we will send you a template to use.

- Once a determination is made as to your eligibility for a make-up exam, we will contact you via e-mail.

Category 3 – New Applicants – Active Military Personnel ONLY

- If you did not complete an online application during the open application period from 10/28/10 to 11/26/10 because you were on active military duty, you must log on to our CAREERS website and create a general profile. Please follow the steps below to create a general profile:
 1. Access our CAREERS website at: www.cityofchicago.org/CAREERS
 2. Once the website opens, scroll down to the section called “Services” and click on the link that is titled “Apply for City of Chicago Job Opportunities.”
 3. A new webpage will appear, scroll down and click on the icon that states “Get Started Online.”
 4. A new window will appear with the CAREERS application site. Click on “Sign In” in the upper right hand corner.
 5. A new webpage will appear. Since you are a new user, click on the gray box titled “New User.”
 6. Complete your online profile.

Make sure that you carefully and thoroughly read the “Application Information” section below. You must attach all required documentation listed in this section to your general profile.

 - If you have difficulty attaching any of the required documents due to file size, please attach the documents to the e-mail you send to us with your user name and e-mail address.

- Once you have completed your online profile, please send an e-mail with the following information to police-application@cityofchicago.org:

1. **Subject line of the e-mail should read “Make-Up Exam Request.”**
2. **The user name and e-mail address you used on your original online application as well as your first and last name.**
3. **Required Documentation to be attached to the e-mail.**

- Military personnel interested in the make-up exam must submit the following:

- DD-214 (Member Copy 4) showing dates of service and character of service.

OR

- Copy of your Military ID and a letter from the Commanding Officer, on official letterhead, stating status of current armed forces enlistment, dates of service and character of service.

OR

- Letter from the United States Veteran's Administration, on official letterhead, stating dates of service and character of service.

- Once a determination is made as to your eligibility for a make-up exam, we will contact you via e-mail.

APPLICATION INFORMATION

Minimum Qualifications

- **AGE:** All military and non-military applicants must have reached their 21st birthday by the last day of the **original** application period, which was **November 26, 2010**. **Non-military applicants will not be eligible to be hired until their 25th birthday.** Proof of age must be provided at time of application to your general profile. **NOTE: Pursuant to the Municipal Code of Chicago, no person will be eligible to enter the Police Training Academy after his/her 40th birthday.**
- **DRIVER'S LICENSE:** Applicants must attach a copy of a current, valid driver's license at the time of application to his/her general profile. **Failure to attach a copy of your current, valid driver's license will result in an incomplete application and you will not be considered for this position.** **NOTE: You are not required to have a State of Illinois driver's license to apply; however, if you are offered the Police Officer position, you must have a current, valid driver's license issued by the State of Illinois at the time of hire.**
- **EDUCATION/MILITARY SERVICE:** Applicants must have completed at least 60 semester (or 90 quarter) hours of credit by the last day of the **original** application period which is **November 26, 2010**, from a college or university **OR** three years (36 months) of continuous active duty in the Armed Forces of the United States **OR** completed at least 30 semester (or 45 quarter) hours of credit by the last day of the **original** application period which is **November 26, 2010** and one year of continuous active duty in the Armed Forces of the United States. Please note, academic credit hours must be granted by an accredited educational institution.

Required Documentation

- **DOCUMENTS:** Applicants must attach appropriate documentation to confirm education and/or military service requirements.
 - Transcripts are required to verify academic credit hours.
 - Please note, if you possess international academic transcripts, you must also attach a copy of your Foreign Credential Evaluation
 - A letter from an applicant's Commanding Officer on official stationary along with a copy of the applicant's Military ID is required to verify active duty and length of service in the Armed Forces of the United States.
 - A copy of an applicant's DD214 is required to verify Veteran status in the Armed Forces of the United States. (The copy of the DD214 must include the discharge status which is traditionally found on the Member Copy 4.)
 - If a copy of an applicant's DD214 cannot be obtained, then a letter from the United States Veteran's Administration on official stationary stating dates of service and character of service can be accepted and must be attached to the application.
 - All documents that apply to the minimum qualifications an applicant meets must be attached to the application to your general profile. **Failure to attach documentation to your application confirming your education or military service requirements will result in an incomplete application and you will not be considered for this position.**

Payment Requirements

- **REGISTRATION FEE: \$30.00 per application.** After you have completed and submitted your online general profile and have e-mailed your information, you will receive an e-mail which contains the link to the payment site in order to complete the registration fee payment process. All payments must be received by the last day of the payment period which will be Monday, **May 23, 2011 at 11:59PM Central Standard Time.** **NO REFUNDS WILL BE GIVEN TO ANYONE UNDER ANY CIRCUMSTANCES.** Paying the fee does not guarantee an offer of employment with the City of Chicago. This fee is required by the Municipal Code of Chicago 2-74-020. **Failure to pay the registration fee by Monday, May 23, 2011 at 11:59PM Central Standard Time will result in an incomplete application and you will not be considered for this position.**
- **FEE WAIVER REQUESTS:** If you are presently receiving unemployment compensation, supplemental security income or general assistance, or your income is below the federally defined poverty level, you may be eligible for a fee waiver. You will have an opportunity to inform us that you are requiring a fee waiver and we will provide you with the steps to complete the fee waiver request process.

Additional Information

- **RESIDENCY REQUIREMENT:** An employee must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.
- **FIREARMS OWNER'S IDENTIFICATION CARD (FOID):** A valid Firearms Owner's Identification Card issued by the State of Illinois will be required at the time of hire.
- **VETERANS PREFERENCE NOTE:** If you have served in the Armed Forces of the United States on active duty continually for six months and have received an honorable or general discharge, you are eligible for Veterans Preference. In order to receive Veterans Preference, you need to indicate whether or not you are a Veteran by answering "yes" or "no" to the question on your application that asks "Have

you served in the Armed Forces of the United States on active duty continually for six months and received an honorable or general discharge?" **In addition, you must attach a copy of your DD214 to your application on your general profile which includes character of service status. Failure to answer the question and attach your DD214 will result in you not being considered for the Veterans Preference.**

Anyone with questions or in need of additional information should e-mail us at police-application@cityofchicago.org or call 312-744-4976 Monday through Friday between the hours of 8:30am and 4:30pm Central Standard Time (CST).