



City of Chicago Police Officer Make-Up Examination Saturday, December 3rd , 2016 & Sunday, December 4th , 2016

The City of Chicago, Department of Human Resources (DHR), will be administering a make-up exam for the 2013 Chicago Police Officer examination. The make-up examinations are offered to military personnel who were on active duty during the original application period (11/1/15 – 1/31/16) or examination (4/16/16) as well as candidates who applied during the original application period (11/1/15-1/31/16) but could not attend the original examination due to:

1. religious restrictions
2. medical/travel emergency
3. life event

This will be the ONLY make-up exam for the 2016 process as there will be a new exam administered in 2017.

All candidates wishing to participate in the make-up exam must meet the minimum qualifications of the position as outlined in the original announcement and listed below for reference:

- **AGE**

- To apply, applicants must have reached their 18th birthday by February 29th 2016.
- To be eligible for hire, applicants must have reached their 21st birthday.
- Pursuant to the Municipal Code of Chicago, no person may be appointed as a probationary Police Officer after the person's 40th birthday.

- **EDUCATION / MILITARY SERVICE**

- At time of hire, applicants must have at least 60 semester hours (90 quarter hours) from an accredited college or university (documentation will be required at the time of hire). *Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.*
- **Educational requirement may be waived if:**
 - Applicant has served three (3) continuous years (36 months) on active duty in the Armed Forces of the United States (documentation will be required at time of hire).

OR

- Applicant has completed at least 30 semester hours (45 quarter hours) from an accredited college or university **AND** has served one (1) continuous year on active duty in the Armed Forces of the United States (documentation will be required at time of hire).

- **LICENSURE, CERTIFICATION, or OTHER QUALIFICATIONS**

- Must have a valid State of Illinois driver's license at the time of hire.
- Must be a resident in the City of Chicago at the time of hire.
- Must have a Firearm Owner's Identification (FOID) card issued by the State of Illinois at the time of hire.
- Must pass background investigation.

The make-up examination is scheduled to take place on Saturday, December 3rd & Sunday, December 4th of 2016.
This will be the ONLY make-up exam for the 2016 process as there will be a new exam administered in 2017.

The application period begins on **Friday, October 28, 2016** and closes on **Tuesday, November 8, 2016 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 11/1/15-1/31/16 **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 to 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 14, 2013 and have not requested to be considered for a make-up exam

- If you submitted an online application during the open application period from 11/1/15-1/31/16, 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, a medical or travel emergency, or a life event 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/travel emergency and any supporting documentation.
 - A sworn and notarized affidavit of the life event and any supporting documentation.
 1. Life events include wedding, graduation, final exams, death in the family, etc..

2. Supporting documentation for life events include: wedding invitation, wedding program, receipt from wedding venues, final exam schedule, graduation program, graduation announcement, obituary, funeral program, death certificate, etc...

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 11/1/15-1/31/16 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.

OTHER APPLICATION INFORMATION

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 no later than **Tuesday, November 8, 2016** 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, November 14, 2016, 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, November 14, 2016 at 11:59PM Central Standard Time (CDT) 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.
- **LINE OF DUTY PREFERENCE NOTE:** The City of Chicago offers a Line of Duty preference to qualified applicants who are immediate family members of sworn Police and uniformed Fire Department Personnel who died in the line of duty or who were immediate family members of individuals who have served on active duty of the Armed Forces of the United States, the Illinois National Guard, or any reserve component of the United States who died in the line of duty in a combat zone, will be granted preference for an entry sworn Police or uniformed Fire Department position, providing the preference is not superseded by a collective bargaining agreement. The definition of immediate family member, line of duty, and combat zone will be determined by the appropriate authorizing and governing bodies. To qualify for the preference, the applicant must otherwise qualify for the job and must be eligible for the position. The preference granted under this section shall be in the form of preference in processing. Applicants who qualify under this section will receive consideration before other qualified applicants for approved, vacant positions unless superseded by a collective bargaining agreement.
To apply, please visit the following link:
http://www.cityofchicago.org/city/en/depts/dhr/supp_info/line_of_duty_preference.html
- **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 Member-4 to your application on your general profile which includes character of service status. Failure to answer the question and attach your DD214 Member-4 will result in your NOT being considered for the Veteran's Preference.**

- **CPS PREFERENCE NOTE:** The City of Chicago offers a CPS Graduate Preference to high school graduates from the Chicago Public School system. In order to receive the CPS Graduate Preference, candidates need to indicate whether or not they are a CPS high school graduate by answering "yes" or "no" to the question on the online application that asks, "Are you graduate of the Chicago Public High Schools (CPS) and do you want to be considered for this preference?" In addition, you must attach documentation to verify your high school graduation from a Chicago Public High School. You must attach a copy of your high school transcripts or diploma from a Chicago Public High School. Failure to answer the question and attach the required documentation will result in you not being considered for CPS Graduate 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).