



**Chief of Police
Eric Schmidtke**

This Application packet contains

1. Letter of understanding (Notarized)
2. Certification and Penalty (Notarized)
3. Release of information Authorization (Notarized)
4. Application
5. Social Media Disclosure (Notarized)



Round Lake Heights Police Department

Police Officer Applicant

Required Documents

**Chief of Police
Eric Schmidtke**

Applicant,

Please provide copies of the following required documents with the return of your application.

- _____ 1. Copy of valid Driver's License
- _____ 2. Copy of valid F.O.I.D card (Firearms Owners Identification)
- _____ 3. Copy of Social Security card
- _____ 4. Certified copy of Birth Certificate
- _____ 5. Copy of High School Diploma of GED Certificate
- _____ 6. Copy of Law Enforcement Training and Standards Certificate from a Police Academy
- _____ 7. Certified copy of College Transcripts, Associates and/or Masters
- _____ 8. Peace Officer Standards and Training certificate of graduation from a police academy
- _____ 9. Military discharge papers, (SF 180 Long form-discharge status or DD Form 214)
- _____ 10. Copy of a current utility bill to verify address
- _____ 11. Copy of Resume

Attach a full faced photo of yourself, no smaller than 2.5" X 2.5". This photo must have been taken within the last three months.

Attach Photo Here



Chief of Police
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Round Lake Heights Police Department

Police Officer Applicant

Letter of Understanding

I am applying for a position with the Round Lake Heights Police Department. I understand that there are certain requirements I must meet before I can be accepted into this position. I understand that I must submit to an extensive and thorough background investigation, which consists of the following areas of concern, at a minimum:

- Review of my completed Personal History Statement
- Thorough criminal background check
- Thorough examination of my personal credit/financial report
- Thorough examination of prior employment /military history
- Fingerprint inquiry

The police department will evaluate all pre-employment documents as to my potential suitability for employment, which will be followed by an extensive background investigation. If the police department finds that my pre-employment documents satisfy their requirements, and my background investigation is found favorable, I will then be interviewed by either the Sergeant, Chief of Police or their designee. If given a conditional offer of employment, there may be additional test(s) as required by the department.

The Police Chief will evaluate the results of this investigation, and I may at this point receive a conditional offer of employment, which may be followed by the completion of the following test(s):

- Psychological and Polygraph evaluation
- Drug screening test

The aforementioned test(s) will be determined in the manner selected by the Round Lake Heights Police Department. I understand that the results of the tests are the property of the agency to which I applied, and I will not receive copies of the reports, nor any information contained in them, except as it may relate to medical results or serious condition discovered at the time of examination. The Police Chief will evaluate all tests considering the requirements of the job, along with the previous information and will make a final decision as to my suitability for employment.

I agree to assist in the expedient conclusion of these reviews and examinations. I understand that successful completion of this process does not guarantee employment with the Round Lake Heights Police Department, only that I will be considered for a position as it becomes available, pursuant to established policy of the Round Lake Heights Police Department. I have read and understand the content and purpose of this Letter of Understanding. I agree to abide by these requirements as a condition of employment with the Round Lake Heights Police Department.

Applicant Print _____

Applicant Sign _____

Subscribed and Sworn to before me the ____ day of _____, 20____. Notary Public in and for said

County of Lake, State of Illinois. _____

Notary Public

Revised 11/13/2022



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Certification and Penalty

Chief of Police
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I hereby declare that all statements and information provided to the Round Lake Heights Police Department in the Personal History Statement, as well as any other statements and information provided for my pre-employment background investigation or any other phase of my pre-employment screening, are true and complete to the best of my knowledge and belief.

I understand that any misstatement of material fact, willful omission or material fact, or willful deception, will be cause for disqualification and rejection as a candidate for employment, without appeal.

I further understand that these aforementioned misstatements, omissions, or deceptions are also grounds for termination after employment, without notice and without any right of appeal.

Applicant Print _____

Applicant sign _____

Subscribed and Sworn to before me the _____ day _____, 20_____

Notary Public in and for said County of Lake, State of Illinois,

Notary Public



Round Lake Heights Police Department

Police Officer Applicant

Release of Information Authorization

Chief of Police
Eric Schmidtke

Name of Applicant _____

Print your full name

an applicant for a position with the Round Lake Heights Police Department, understand that I am required to furnish information for use in determining my qualifications and suitability. As such, the RLHPD needs to thoroughly investigate my personal and employment histories to evaluate my qualifications to hold the position for which I have applied. It is vital to the public interest that all relevant information concerning my personal and employment histories be disclosed to the RLHPD.

NOTE to employers: 745 ILCS 46/10 entitled, "No liability for providing truthful information" states:

"Any employer or authorized employee or agent acting on behalf of an employer who, upon inquiry by a prospective employer, provides truthful written or verbal information, or information that it believes in good faith is truthful, about a current or former employee's job performance is presumed to be acting in good faith is immune from civil liability for the disclosure and the consequences of the disclosure. The presumption of good faith established in this Section may be rebutted by preponderance of the evidence that the information disclosed was knowingly false or in violation of a civil right of the employee or former employee."

I do hereby authorize any representative of the RLHPD bearing this release to obtain any information in your files pertaining to my employment records and direct you to releases such information upon request of the bearer. I also authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the RLHPD, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure.

This authorization is NOT TO INCLUDE any medically related history or Workers' Compensation Act or Worker's Occupational Disease's Act claims.

I reiterate and emphasize that the specific intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the RLHPD to consider in determining my suitability for employment.

I consent to your release of any and all public and private information that you may have concerning me for the following:

- Employment and pre-employment information, including, but not limited to, background reports and efficiency/ performance ratings, attendance records, but excluding information relating to medical conditions and medical history, (unless a conditional offer of employment has been made).
- Any internal affairs investigations and discipline, including any files deemed to be confidential and/or sealed complaints or grievances filed by or against me.



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- The records or recollections of attorneys at law, or other counsel whether representing me or any other person in any case, either criminal or civil, in which I presently have, or have had an interest, excluding any medical malpractice or workers' compensation claims.
- Personal background and reputation.
- Military service records.
- Educational records.
- Financial and/or credit records including loans, commercial or retail credit agencies, (including credit reports and/or ratings).
- Any and all records maintained by any criminal justice or corrections agency including incident reports, arrest records, traffic citations and criminal history information.
- Any information contained in investigatory files.

I hereby release you, as the custodian of such records, your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization to release information or any attempt to comply with it. I direct you to release such information upon request of the duly authorized representative of the RLHPD regardless of any agreement I may have previously made to the contrary. For and in consideration of the RLHPD acceptance and processing of my employment application, I agree to hold the organization, its agents and employees harmless from any and all claims and liability associated with my employment application or in any way connected with the decision whether or not to employ me with the RLHPD, including any liability or damage pursuant to any state or federal laws.

I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities having jurisdiction. I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with the regard to access of and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the RLHPD in conjunction with employment procedures.

I also understand that by signing this release, I specifically waive any written notice to me of the disclosure of any disciplinary report, letter of reprimand, or other disciplinary action as required by the Illinois Personnel Records Review Act-820 ILCS 40/7.

A photocopy/ facsimile copy of this release will be valid as an original thereof for ninety days, (90) from the date I signed it below, even though said photocopy/facsimile copy does not contain an original writing of my signature. Should there be any questions as to validity of this release, you may contact me at the address or phone number listed below.

I further understand that I waive any right or opportunity to read or review any and all information provided in the background investigation report prepared by the RLHPD or its attachments and that all information and documents provided to the RLHPD become the property of the RLHPD and



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will not be returned to me, as such the results or findings of this investigation will also not be released to any individual, group or outside agency, entity or other law enforcement official or officials.

I agree to indemnify and hold harmless the person whom this request is presented and his agents/employees, from any and all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or reason of complying, or any attempt to comply with this request.

By signing below, I certify that I have had adequate time to review, read and understand this form in its entirety and understand its purpose.

Signature of Applicant _____

Address of Applicant: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone: _____ **Cell Phone:** _____

Social Security Number: _____

Subscribed and Sworn to before me the ____ **day of** _____, **20** ____.

Notary Public in and for said County of Lake, State of Illinois.

Notary Public



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Social Media Release

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As an applicant to the Round Lake Heights Police Department, for the position of Police Officer, I recognize that an employing law enforcement agency has a legal, as well as moral obligation, to take every reasonable effort to ensure that persons employed by them as peace officers, or in other positions, conform to the very highest standards.

Therefore, I release and hold harmless the Round Lake Heights Police Department and their officers, agents, the assigned, now and in the future, from claim or damages from information that is accessed by me and reviewed now and in the future, as a course of the investigation of all of my social media activity.

I hereby waive my right, now and in the future, to examine or review of the discovered social media contents of this investigation and all related documents to my social media activity.

List below all current and past social medial sites and usernames:

<u>Social Media Site</u>	<u>Username</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____

Applicant Print Name _____

Applicant Sign Name _____

Subscribed and Sworn to before me the _____ day of _____, 20____

Notary Public in and for said County Lake, State of Illinois.

Notary Public