



AGENDA

BOARD OF FIRE AND POLICE COMMISSION

Board of Fire and Police Commission: July 17, 2025 at 8:30 AM
Village Hall 740 Hillgrove Avenue, Western Springs, IL 60558

- A. Call to Order**
- B. Approval of Minutes**
 - 1. Meeting Minutes June 2, 2025
- C. Public Comment**
- D. New Business**
 - 1. Entry-Level Police Officer Testing Process / IO Solutions
- E. Other Business**
- F. Adjournment**

Individuals with disabilities who plan to attend / participate in this meeting and who require accommodations to allow them to observe and participate, or who have questions regarding accessibility of the meeting or facilities, are requested to contact Jill Izzo at 708-246-1800, extension 127.

**VILLAGE OF WESTERN SPRINGS
BOARD OF FIRE AND POLICE COMMISSIONERS
REGULAR MEETING MINUTES
June 2, 2025**

Present: Chair Marcia Buell; Commissioner Janet Dahl; Commissioner James Maragos; Deputy Chief Jasutis; and Assistant to Village Manager, Daisy Chavez

Agenda Items:

1. Call to Order

Chair Buell called the meeting to order at 8:37 a.m.

2. Roll Call

Chair Marcia Buell, Commissioner Janet Dahl and Commissioner James Maragos were present. Also present were Ashlee Jasutis, Deputy Chief and Daisy Chavez, Assistant to Village Manager.

3. Approval of Meeting Minutes

Commissioner Maragos made a motion to approve the meeting minutes of May 12, 2025. Commissioner Dahl seconded the motion. The motion was approved by voice vote.

4. Public Comment

No public comment.

5. New Business

Commissioner Dahl made a motion to certify the Final Eligibility List for the position of Lateral Police Officer. Commissioner Maragos seconded the motion. The motion passed on a unanimous voice vote.

6. Other Business

No comment.

8. Adjourn

Commissioner Dahl made a motion to adjourn, seconded by Commissioner Maragos. The motion passed on a unanimous voice vote. The meeting was adjourned at 8:47 a.m.

Respectfully submitted,

Daisy Chavez

Assistant to the Village Manager



AGENDA ITEM SUMMARY

BOARD OF FIRE AND POLICE COMMISSION

Board of Fire and Police Commission: July 17, 2025

AGENDA ITEM D.1.

To: Board of Fire and Police Commission

From: Sean Gilhooley, Director of Law Enforcement Services, Ashlee Jasutis, Deputy Director of Law Enforcement Services

CC: Ellen Baer, Village Manager, Casey Biernacki, Deputy Village Manager, Jill Izzo, Village Clerk, Daisy Chavez, Assistant to the Village Manager

RE: Entry-Level Police Officer Testing Process / IO Solutions

Recommendation

Staff is recommending I/O Solutions to conduct the next police officer entry-level testing process.

Summary

Enclosed is documentation for the Board of Fire and Police Commission to review regarding the upcoming police officer entry-level testing process.

I/O Solutions, based in Oakbrook, Illinois, has provided a background on their company, a proposal, and a tentative testing schedule. The Village has contracted with I/O Solutions in the past for the police officer entry-level process.

The current eligibility list for entry-level police officers has been exhausted, and an active list is necessary to comply with the Rules of the Board of Fire and Police Commission.

Financial Impact

See attached proposal.

Recommended Motion

Motion to elevate the approval of an agreement between the Village of Western Springs and I/O Solutions.

Strategic Plan Alignment

Organizational Development

File Attachments

1. WSPD_2025_App_Instructions
2. WSPD 2025 Tentative Timeline

3. Scope of Services Agreement 2025
4. GSI Specification Sheet



Village of Western Springs

POLICE
DEPARTMENT

www.wsprings.com/police

The Village of Western Springs is an
Equal Opportunity Employer

Applicant Information

This information is intended to provide applicants with an overview of the Village of Western Springs and the Police Department.



Community Profile

The Village of Western Springs was incorporated in 1886. The Village consists of 2.32 square miles and has a population of about 13,500. The Village housing stock is made up of almost exclusively high-quality single-family homes. Approximately 81.4% of the residents have a bachelor's degree or higher and the average household income is \$198,836.

Western Springs School District 101 serves three elementary schools and one junior high school. LaGrange Highlands School District 106 is composed of one elementary school and one middle school. Lyons Township High School District 204 is a regional high school that has two campuses. The south campus is in Western Springs and houses both freshman and sophomore students. There is one private elementary school located in the Village serving students from Western Springs as well as surrounding communities.

The BNSF Railway provides a 25-minute express commute to Chicago's Loop. Western Springs is located approximately 16 miles west of Chicago with a driving time of 25 to 40 minutes.

Many local shopping opportunities are available at Garden Market as well as a historic downtown shopping district. Oak Brook Center, Yorktown, and Orland Square malls are easily accessible.

The Village Recreation Department offers a full range of activities through two recreation centers and numerous programs in the parks. A separate Park District maintains over 80 acres of parks for community use. The Bemis Woods Forest Preserve is directly north of Western Springs along Salt Creek, offering picnic grove areas, bike trails, cross country skiing, and nature studies. Nearly a dozen golf and country clubs are within 5 miles of the community. Other recreational activities are offered by 24 civic, fraternal, and neighborhood clubs.

Police Department

The Police Department currently employs 21 full-time sworn police officers. There is currently a Chief, one Deputy Chief, and five authorized Sergeants. Specialized assignments include, but are not limited to, Detective, High School Resource Officer, and the Emergency Services Team. A total of 14 sworn sergeants and officers are assigned to the Patrol Division. Civilian staff includes one Community Service Officer, a Public Safety Analyst, and two Records Specialists. The Department also employs 8 part-time crossing guards.

The Department is accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) which demonstrates that our policies and procedures comply with or exceed best practices and national standards. The Police Department received its fifth consecutive reaccreditation award in 2020 and is scheduled for its next full review and anticipated sixth reaccreditation in 2024.

Regular Training

Applicants who are appointed to the Department by the Board of Fire and Police Commissioners are required to attend 14 weeks of basic academy training at one of the authorized training State academies (unless already State-certified law enforcement officers). Recruit officers receive their full salary and benefits while attending the academy.

Each recruit is required to:

- Successfully complete 18-month probationary period (after successfully completing the IL State Training Board).
- Successfully complete the basic academy.
- Successfully pass the comprehensive written examination to receive State certification attesting to successful completion of the minimum standard basic law enforcement training requirements.

After graduation from the academy, the officer will be assigned to the Department's Field Training Program Under the supervision of several certified Field Training Officers. The officer must successfully complete all requirements of the Field Training Program before the Officer is cleared for solo patrol duties.

Failure to successfully complete all aspects of basic academy training and field training will result in dismissal of the police recruit from the Village of Western Springs Police Department.

Work Schedule

Currently, officers assigned to the Patrol Division work a 28-day schedule consisting of fixed 12-hour shifts (8 shift/rotations). There are 4 shifts within the Patrol Division and officers generally remain on the same shift for one year. Shift assignments are made as necessary to maintain appropriate staffing levels on each shift. Regular shift hours are:

REGULAR SHIFT	POWER SHIFT
6:00 a.m. – 6:00 p.m. (2 rotations)	12:00 p.m. – 12:00 a.m. (2 rotations)
6:00 p.m. – 6:00 a.m. (2 rotations)	10:00 a.m. – 10:00 p.m. (2 rotations)

Salary

Salaries are determined by the Collective Bargaining Agreement between the Village of Western Springs and Metropolitan Alliance of Police Chapter 360.

STEP	CONTRACT
Starting salary for probationary officers:	\$77,346.75
A	\$79,232.09
B	\$81,167.00
C	\$88,594.74
D	\$91,647.21
E	\$99,851.36
F	\$104,391.20
G	\$108,929.67

Advancement from the Probationary Step to Step A shall be upon successful completion of the 18-month probationary period.

Advancement through Steps A through F occur at twelve-month intervals.

Advancement from Step F to Step G is after two years.

At the discretion of the Police Chief, an employee with at least two (2) years prior experience as a police officer may be paid at Step B of the above salary schedule upon successful completion of the probationary period.

Thereafter, the employee shall advance through the steps in accordance with the Collective Bargaining Agreement. At the discretion of the Police Chief, a higher starting salary may be available with qualifying year of experience.

Tuition Reimbursement

The Village of Western Springs employees are encouraged to enroll in college or university courses which are designed to improve job skills. Where a course is directly and immediately related to the employee's work responsibilities and the Village will receive a significant benefit, the employee may qualify for 100% tuition reimbursement upon satisfactorily completing the course. Reimbursement is limited to \$5,000 per employee per fiscal year.

Vacation Schedule

YEARS OF CONTINUOUS SERVICE WITH THE WSPD	BI-WEEKLY HOURS EARNED	TOTAL HOURS OF VACATION PER YEAR
Hire through 6 years	6.15	160
7 through 12 years	7.69	200
13 years and beyond	9.23	240

The foregoing number of vacation days includes holidays and shall be in lieu of time off for holidays and holiday pay. Vacation for new hires will be accrued at 3.08 hours per pay period.

Holidays

An officer who is required to work on one of the following holidays will be paid 1-1/2 times their regular straight-time hourly rate of pay for all hours actually worked on a holiday. Holiday time for new hires will be accrued at 3.08 hours per paid period.

- *New Year's Day*
- *Thanksgiving Day*
- *President's Day*
- *Friday after Thanksgiving Day*
- *Memorial Day*
- *Christmas Eve*
- *Independence Day*
- *Christmas Day*
- *Labor Day*
- *Martin Luther King Day*

Personal Day

Each officer receives two non-accumulative personal days (17 hours) for use during the following calendar year.

Sick Leave Policy

An officer is granted one day of sick leave of each full calendar month of employment. The number of sick leave days shall not exceed 240 days at any one time.

Uniform Allowance

New officers are provided all uniforms including leather equipment. The department provides the officer's star, hat shield, weapon, and body armor. Officers are allotted \$600 annually as a uniform allowance (pro rata if employed less than a year). Officers are required to submit valid vouchers/receipts for purchase of appropriate uniform items.

Bereavement Leave

An officer may be granted a bereavement leave of absence of up to three (3) days without loss of pay in cases of death of a member of the officer's family. The purpose of such leave shall be to attend the funeral (including making arrangements for the funeral).

Insurance Program

The Village provides for participation in the Village's Group Hospitalization and Major Medical Insurance Program, PPO, or an HMO. Currently, employees are required to contribute the following amount for the Gross Monthly Employee Contribution:

- Single 10%
- Family 20%

This amount is deducted from the employee's paycheck.

Term Life Insurance

Each officer is provided with term life insurance coverage in a dollar amount equal to the officer's salary, up to \$50,000.

Pension Plan

Officers are required to complete a separate application to the Village of Western Springs Police Pension Board for acceptance into the Police Pension. Officers may qualify for a pension after 55 years of age under the TIER 2 Pension formula for those employed on or after January 1, 2011.



www.wsprings.com/police



IOS Recruitment and Testing Services Western Springs Police Department Entry Level Police Officer Application Instructions

Thank you for your interest in the Western Springs Police Department!

Please be sure to carefully review all application instructions and test information.

Police Officer Application Instructions:

1. Carefully review the **minimum requirements** on the following page. **All requirements must be met by the specified deadline, Wednesday, July 30, 2025, at 4:00 p.m.** Documents delivered after the application deadline will **not** be accepted. Applicants who do not meet the minimum requirements by the application deadline will not be allowed to continue in the testing process.
2. Visit **iosolutions.com** to complete the online application for the position of Police Officer. When you have finished the online application, you will receive a **confirmation number**- save this number for your records.
3. In addition to the online application, applicants must mail/ship or hand deliver the release form and required documents. Documentation sent via **email will NOT be accepted**.

- **MAIL/HAND-DELIVERY** – Gather all required documents, release form(s), and place all documents into an envelope. Mail/ship the envelope via a traceable carrier (FedEx, UPS, etc.) or hand-deliver to:

IOS Recruitment

ATTN: Western Springs PD

1520 Kensington Road, Suite 110

Oakbrook, IL 60523

Business Hours: M- Th 8:30 a.m. – 5:00 p.m.; Fri- 8:30 a.m. – 3:00 p.m.;

Closed weekends and holidays

4. Please contact IOS Recruitment at (800)-343-HIRE or recruitment@iosolutions.com with questions regarding the application, testing site, required documents **before** the application deadline date.

Testing Information:

Candidates must attend the mandatory written examination on **Sunday, August 24, 2025**. Doors will open for sign in at 8:15 AM, please arrive **no later than 8:45 AM** with a photo ID (driver's license, state ID, military ID). You must wear a mask at all times. Requirements are subject to change based on IDPH or facility guidelines.

Test will be held at: Grand Avenue School/Community Center, 4211 Grand Ave., Western Springs, IL 60558. Parking will be available onsite, and testing will be held in the gym.

Western Springs PD will be using the Guardian Selection Inventory (GSI). To purchase study materials please visit: https://iosolutions.com/shop/?swoof=1&product_cat=police-exam-study-materials&pa_examination=gsi

All portions of the testing process are mandatory. Failure to attend and successfully complete any portion of the process will result in elimination from employment consideration.





IOS Recruitment and Testing Services Western Springs Police Department Entry Level Police Officer Application Instructions

Police Officer Minimum Requirements and Qualifications:

- No felony convictions
- Authorized to work in the United States under federal law or qualified under the federal Deferred Action for Childhood Arrivals (DACA) for deferred immigration action.
- Valid driver's license
- High school diploma or Equivalent (G.E.D. certificate)
- 21 to 34 years of age as of application deadline or as otherwise exempt from age limitation by Illinois State Statute 65 ILCS 5/10-2.1-6
- Must hold at least 60 semester hours from an accredited College or University

OR

A copy of DD-214 long form showing at least thirty- six (36) months of active service in any branch of the United States military service with an honorable discharge or has served for 180 days of active duty in the United States Armed Forces in combat duty recognized by the Department of Defense and was honorably discharged as outlined in Illinois State Statute 65 ILCS 5/10-2.1-6.

- Must have a current and valid POWER Test Card dated within 12 months **prior** application deadline.
 - POWER test may be taken at one of the following testing agencies:
 - NIPSTA – Glenview, IL – www.nipsta.org
 - Joliet Junior College – Joliet, IL - www.jjc.edu
 - Triton College - www.triton.edu/power
- Must be physically able to perform the essential duties of the position
- Must have at least 20/100 binocular vision without glasses, correctable to 20/20 with glasses and shall not be color blind
- Must be of good moral character
- Must pass all phases of the testing process
- Must participate in an eight (8) hour ride-along with a police officer during the background investigation portion of the hiring process. The ride-along will be scheduled by the agency at that time.
- The Board of Fire and Police Commissioners requires all employees to enter into an expense reimbursement agreement upon hire.

Preference Point Information:

Candidates who are placed on the Initial Eligibility List are eligible to claim a maximum of five (5) preference points. Preference points are offered in the following categories: Military Experience 5 pts; Law Enforcement Certification/Current Law Enforcement Officer 5 pts; or Education – associate in law enforcement related field or bachelor's in any field 5 pts. Additional details will be provided at the time of the Initial Eligibility List.





IOS Recruitment and Testing Services

Western Springs Police Department

Entry Level Police Officer Application Instructions

Essential Duties and Responsibilities

- Preserve and protect life, property, and the rights of all citizens to live in peace.
- Enforce the laws in a fair and impartial manner.
- Prevent crime and maintain the safety and order as well as operate in a proactive manner to prevent criminal activity.
- Initiate and conduct investigations of criminal activity.
- Respond to emergency and non-emergency calls for police assistance.
- Conduct thorough follow-up investigations and make every effort to clear criminal cases.
- Complete necessary reports associated with job function.
- Patrol an assigned area for the prevention of crime and enforcement of laws and ordinances, conduct premise checks.
- Investigate suspicious conditions, activities, or persons.
- Arrest violators of laws and ordinances; search arrestees for weapons or articles.
- Enforce traffic and parking rules and regulations.
- Staff special events as assigned.
- Actively participate in community policing and crime prevention efforts, to include presenting crime prevention programs.
- Establish personal contacts with community members.
- Handles other duties as assigned.

Elements and Duration of the Selection Process

An offer of employment is contingent on passing all required screenings and examinations.

- There is no guarantee of an interview or further consideration for candidates submitting an application. Inclusion in any entry level candidate screening process shall be based upon the relative excellence of the candidate's reflecting qualifications above the stated minimum qualifications and the hiring needs of the Department at the time of review.
- Selected candidates will be invited to participate in an oral interview conducted by the Village of Western Springs Board of Fire and Police Commissioners (BFPC). Upon recommendation by the interview committee, and within approximately one month of the interview, qualified candidates will be placed on an eligibility list that will have a two-year expiration date after being posted. The list may expire sooner than two years if the BFPC makes a decision to revoke the list.
- Candidates may receive a conditional offer of employment and participate in additional post-offer screenings and examinations, including but not limited to polygraph examination, psychological evaluation, character and background investigation and credit check, medical examination and drug screening. Candidates must receive a satisfactory evaluation on each screening or examination in order to proceed in the selection process. Failure to achieve a satisfactory evaluation on any screening or examination shall result in immediate disqualification from further consideration. The duration of these selection elements is approximately three months.
- Candidates who do not pass any portion of the selection process are welcome to re-apply at any following announcement, as there is no waiting period to re-apply.
- New entry level police officers are subject to an 18-month probationary period.





IOS Recruitment and Testing Services Western Springs Police Department Entry Level Police Officer Application Instructions

The Western Springs Police Department accepts for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, sexual orientation, age, marital status, military status, order of protection status, physical or mental handicap unrelated to ability to perform the essential job functions, or any other status or class protected by federal, state, or local law. **The Village of Western Springs is an Equal Opportunity Employer (EOE).**

The Western Springs Police Department establishes its hiring practices and promotions on merit, experience, education, and other qualifications applied to all applicants and in accordance with the principles of equal employment opportunity and as required by any other applicable federal, state, or local law. The Western Springs Police Department complies with the Americans with Disabilities Act (ADA).





IOS Recruitment and Testing Services Western Springs Police Department Entry Level Police Officer Application Instructions

WESTERN SPRINGS POLICE OFFICER APPLICATION DOCUMENTS

Due: Wednesday, July 30, 2025, at 4:00 p.m.

- Confirmed Online Application** Write Your Confirmation Number Here: _____
- Consent and Release Agreement (2 pages)**- ORIGINAL INK signature required- must be signed and dated by applicant.
- Copy of high school diploma or GED**
If you do not have a copy of your high school diploma, please submit a copy of your high school transcripts (showing graduation date) or a signed letter on school letterhead with your name and date of graduation.
- Copy of valid driver's license**
Include copy of both sides only if license bears renewal sticker.
- Copy of proof of legal authorization to work in the United States**
The following documents are accepted as proof:
 - U.S./County issued birth record
 - U.S. Passport
 - Naturalization papers
 - Permanent resident card
 - Documentation demonstrating meeting qualifications under DACAHospital-issued birth certificates are not verifiable and therefore cannot be accepted.
- Copy of official college/university transcripts**
(Must indicate attainment of at least 60 semester hours from an accredited college or university. Unofficial transcripts not accepted)
- Copy of valid POWER test card dated no earlier than July 30, 2024**
- Copy of DD214 long form if applicable**
- EEO Form (Voluntary)**

Please deliver **the signed release form and all required documents** to the address below by **Wednesday, July 30, 2025**: IOS Recruitment, ATTN: Western Springs PD, 1520 Kensington Rd, Suite 110, Oak Brook, IL 60523

Please be sure to carefully review the checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be the cause for disqualification. IOS Recruitment is not responsible for late, misdirected, or incomplete applications. Contact IOS Recruitment before the application deadline with any questions regarding the application, required documents or testing.





IOS Recruitment and Testing Services Western Springs Police Department Entry Level Police Officer Consent and Release Agreement

CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK AND PHYSICAL ABILITY ASSESSMENT

Application and Background Check

I acknowledge that as a condition of being considered for employment with Western Springs Police Department (“Employer”), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer and its representative, IOS Recruitment (“IOS Recruitment”), to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, verifications of academic credentials and licenses, social media and all publicly accessible content on the internet, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act (“FCRA”) and local or state credit privacy laws if applicable. If requested by Employer or IOS Recruitment, I hereby consent to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation.

All information obtained by Employer or IOS Recruitment pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and IOS Recruitment, and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at Potential Employer.

I hereby consent to this background information investigation by Employer or IOS Recruitment. I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FCRA.

Conduct and Communications

I acknowledge that my conduct throughout the application and testing process and my compliance with the rules of the application process constitute information that can be considered and evaluated by hiring agencies (Employers). I consent that all interactions and communications that occur between myself and IOS Recruitment or Employer pursuant to this application process may be documented and/or communicated to any and all hiring authorities to which I am seeking employment.





IOS Recruitment and Testing Services
Western Springs Police Department
Entry Level Police Officer Consent and Release Agreement

Physical Ability Tests

I further acknowledge that as a condition of being considered for employment with Employer, or of my continued employment at Employer, I may be required to participate in a physical ability test, which may test my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, testing officials, and/or testing monitors; lack of hydration, weather, and/or other natural conditions. I hereby assume all of the risks of participating in any physical ability test.

I certify that I am physically fit, have sufficiently trained for participation in this physical ability test, and have not been advised otherwise by a qualified medical person.

By signing below, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the physical ability test and/or while traveling to and from this physical ability test, Employer and IOS Recruitment, and their directors, officers, employees, volunteers, representatives and agents, (B) indemnify and hold harmless all entities or persons mentioned in this paragraph from any and all liabilities, damages (including attorney fees and costs) or claims made by other individuals or entities as a result of my participation in this physical ability test.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness during any physical ability test.

I understand that during a physical ability test I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by Employer and/or IOS Recruitment.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

I hereby certify that I have read this document and I understand its content.

Print Name: _____ Social Security Number: _____

Signature: _____ Date: _____



Western Springs, IL Police Department Equal Employment Voluntary Information

Completion of Information is Voluntary

We consider all applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability or any other legally protected status.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, which may apply, we invite you to complete this applicant data survey. Providing this information is strictly voluntary. Failure to provide it will not subject you to any adverse decision or action. Your cooperation is appreciated.

Please be advised that this survey is not a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations, and will be maintained separately from the employment application itself.

Position(s) applied for _____ **Date** _____

How did you hear about the position?

BlueLine Facebook IOS Recruitment City Website College Job Board

Other source _____

Gender:

Male _____ Female _____

Please check off the following Equal Employment Opportunity Identification Groups:

Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American: a person having origins in any of the black racial groups of Africa.

Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander: a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaskan Native: a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Two or More Races: a person who primarily identifies with two or more of the above race/ethnicity categories.



IOS Recruitment and Testing Services Western Springs Police Department Police Officer Recruitment and Testing Timeline

Testing Date: Sunday, August 24, 2025

Date	Details
Wednesday, July 8, 2025	Application goes live online at iosolutions.com – <i>pending final approval on application packet</i>
Wednesday, July 30, 2025	Application deadline at 4:00 p.m.
Friday, August 8, 2025	“Grace period” emails sent to those with minor issues
Friday, August 15, 2025	“Grace period” deadline at 2:00 p.m.
Monday, August 18, 2025	Eligibility emails sent to all applicants regarding participation in orientation and written exam
Sunday, August 24, 2025	Mandatory Written Exam at LTHS . Order of events on test day are as follows: <ul style="list-style-type: none"> • Candidate sign-in begins at 8:15 a.m. and ends at 8:45 a.m. • Administration of the SBSA (45 minutes) and LST (2.5 hours)
Wednesday, August 27, 2025	Written exam results forwarded to commission
TBD by client	Pass and fail emails to all candidates who tested along with Oral Interview Information (pending approval from department).
TBD	Oral interview results and Preference Point claim form sent out
10 days from initial list posting	Preference Point Deadline
1 week after point deadline	Preference Points compilation and Final List provided to Commission
1 week after point deadline	Electronic candidate profiles sent via Dropbox to point of contact

*All dates are tentative and dependent on department/commission approval and IOS availability





Western Springs, IL - Entry-Level Police Cost Proposal

Scope of Services – Engagement Agreement

Project Description

I/O Solutions (herein referred to as “IOS”) is engaged by the Western Springs PD (herein referred to as “Client”) to manage and administer the job application and examination process for the police officer hiring process.

Services

IOS will provide the following products/services to the Client:

- Develop a sample job advertisement and job informational sheet and post the information sheet and job application at iosolutions.com.
- Notify state criminal justice schools/colleges of the job posting.
- No candidate fee charged.
- Respond to applicants via phone, e-mail, and website to assist applicants in completing the application.
- Collect job applications from applicants and review applications to determine eligibility.
- Notify candidates of any errors/omissions in the application submission approximately one week prior to the test date (grace period).
- Collect corrected documents from applicants prior to test date.
- Sign-in candidates, assist as needed in orientation, and administer written examinations: administer Guardian Selection Tool (GSI) and Situation-based Styles Assessment (SBSA).
- Score the GSI and SBSA and compile the Initial Eligibility List.
- Notify candidates regarding their status by e-mail (or other means if electronic notice is not possible).
- Assist Client in compiling the Final Eligibility List by adding preference points to calculate final scores.
- Provide an electronic copy of applicant documents to Client.
- Structured Oral Interview (SOI) Services

Specifications

- Application Posting Date: July 8, 2025
- Application Deadline: July 30, 2025
- Test Administration Date: August 24, 2025
- Oral Interview Date: TBD

Service	Cost*
<p>Job Application Processing IOS will send out a job advertisement notification to our network of Illinois fire science programs and criminal justice programs; post a job announcement and electronic application via our website; field applicant questions via toll-free phone, web-link and e-mail (your job advertisement will provide applicants with these points of contact); collect application fees required by your agency, collect electronic and supporting eligibility documents, review and verify applicant eligibility; provide electronic notification of eligibility status to candidates, submit a final list of eligible applicants; provide a database containing relevant applicant personal data; solicit and collect claims of preference; and compile electronic versions of each applicant’s application package. Any application fees that are collected will be credited against the fees associated with the application management process.</p>	\$35/applicant
<p>Examination Administration and Scoring IOS will provide a written examination for law enforcement officers or firefighters, score the written examination, identify and impose the required cut-off score, and provide the agency with a Preliminary and/or Initial Eligibility List.</p>	\$25/exam
<p>Design and Administration of the Situation-Based Styles Assessment (SBSA™) The SBSA is a situational judgment test that can be administered along with the entry-level firefighter or law enforcement officer examinations. The SBSA can be customized by the local agency. In the case of firefighter testing, the SBSA can be used as the subjective test component per PA 97-0251.</p>	\$12/test
<p>In-Person Written Exam(s) Administration IOS will administer the exam(s) at a site determined by the client. The administration fee includes one (1) proctor. Each additional proctor needed will be a fee of \$100/proctor. The client has the discretion to supply additional proctors internally.</p>	\$750/session (includes one proctor)
<p>SOI Services Proofing, printing and shipping of previously developed oral interview tool. Client will be responsible for returning score sheets to IOS for scoring.</p>	\$750

*The per-applicant fee will be assessed for every applicant who downloads an application; a 50-applicant minimum will be imposed. The per-test fee will be assessed for every test-taker who sits for the examination. Administration fee includes one proctor. If additional proctors are needed the cost is \$100/additional proctor. The client has the discretion to administer the exams internally or supply their own proctors.

The fee structure is intended to account for any and all fees associated with the services described herein. The oral interview fees will be billed separately after SOI completion.

Application fees will be collected by IOS. Following the administration of the written examination(s), the total cost of services rendered, based on the fee structure above, will be calculated and if the cost of services exceeds the balance of collected application fees, the client will be assessed a fee equal to the difference. If the cost of services is less than the value of collected application fees, the difference will be credited to the client.

Client Responsibilities

The client will be responsible for posting any and all job advertisements on internal websites, external websites, printed media, etc. The client will also be responsible for providing suitable facilities for all examination administrations.

The following signatures of authorized agents of both parties demonstrate agreement regarding the terms and conditions stated herein:

For I/O Solutions:

Authorized Agent: Amy Eitapence, Recruitment Manager

Signature of Agent: _____

Date: _____

For Client:

Authorized Agent: _____

Signature of Agent: _____

Date: _____

GUARDIAN SELECTION INVENTORY (GSI)

OVERVIEW

Law enforcement jobs are among the most demanding, high-stakes jobs that exist. They are performed by individuals who are tasked with making incredibly complex decisions in some of the most challenging circumstances imaginable. The expectations placed on law enforcement officers have changed considerably in recent years, yet the tools and processes used by law enforcement agencies to select these individuals have remained stagnant for decades.

IOS has developed the Guardian Selection Inventory (GSI), which leverages modern predictors that seek to identify candidates who are interculturally sensitive, lack dangerous personality traits, judge and react to challenges well, and possess the necessary intelligence to perform the job of a law enforcement officer at a high level. In addition to providing a comprehensive assessment of job-related performance predictors, the GSI reflects modern industry research concerning the relative predictive power of certain measures that have been heavily relied on in the past. In short, the GSI effectively identifies individuals who are equipped with the skills, abilities, and other characteristics needed to be successful in a modern law enforcement context.



LENGTH & ADMINISTRATION

There are three forms of the GSI. The cognitive ability section is the only section that varies across forms. The GSI contains four sections with a total of 207 items:

- **Section 1:** Personality (85 items) – 32.07% of score
- **Section 2:** Intercultural Sensitivity (48 items) – 24.74% of score
- **Section 3:** Cognitive Ability (50 items) – 14.23% of score
- **Section 4:** Situational Judgement (24 items) – 28.96% of score

The personality section consists of IOS' off-the-shelf personality inventories, the Dark Personality Inventory (DPI) and the Five-factor Personality Index (5PI). The intercultural sensitivity section is comprised of IOS' off-the-shelf Intercultural Sensitivity Measure (ICSM). The situational judgement and cognitive ability sections are unique to the GSI.

Candidates are allowed a continuous period of three hours to complete all sections. Allow a total time of three hours and 15 minutes for the administration when factoring in instructions.

PSYCHOMETRIC INFORMATION

The rigorous development and validation of the GSI is documented in the *GSI Technical Report*. All three forms of the GSI have been found to predict law enforcement officer job performance at a high level ($r = .242, p < .001$; $r = .209, p = .002$; and $r = .231, p < .001$ for forms 1, 2, and 3, respectively) with excellent reliability (average $\alpha_s = .89$ across forms). The GSI screens out about 16% of candidates with a pass rate of 84%. Score and pass rate differences between racial subgroups are minimal (Black-White $g = .25, AIR = .94$; Hispanic-White $g = .03, AIR = 1.06$).

LOCAL VALIDATION

Every test user has a responsibility to ensure that the GSI is locally valid. IOS will assist you in this process. IOS provides local transportability assistance at no cost to help you ensure the defensibility of your testing process.

MEASUREMENT

- **Personality**
 - **DPI:** Machiavellianism, narcissism, psychopathy
 - **5PI:** Conscientiousness, emotional stability, extraversion, sentimentality, positive outlook
- **Intercultural Sensitivity:** Categorizes individuals into one of three factors: Ethnocentrism, Minimization, or Ethnorelativism
- **Cognitive Ability:** Deductive reasoning, ordering of information, inductive reasoning, grammar, vocabulary, reading, pattern recognition, selective attention
- **Situational Judgement:** Conflict resolution, critical thinking, safety orientation, teamwork orientation, courtesy, subordination

PREPARATION RESOURCES

Candidate study guides and practice tests are available. These can be purchased by the agency or directly by candidates through IOS' website.

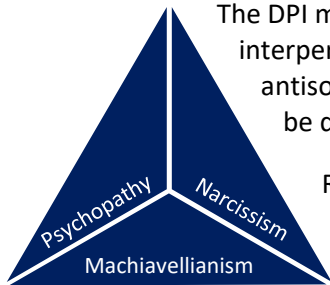
GUARDIAN SELECTION INVENTORY (GSI) PERSONALITY MEASURES

OVERVIEW

Personality is unquestionably important for law enforcement positions. These jobs have high interpersonal demands and involve working within a very structured and hierarchical framework. Unfit candidates can be especially dangerous, as officers are trusted with protecting the public from harm. Thus, agencies should be concerned with the emotional and psychological characteristics of their potential recruits. Using personality testing can help to reduce, and hopefully eliminate, the likelihood that an unfit law enforcement officer is hired.

There can be substantial financial ramifications that come along with hiring unfit law enforcement officers. An immense number of resources are spent training even one new police officer. In addition, costs can be incurred from officers being absent or late, engaging in reckless behavior, being involved with disciplinary hearings, or creating poor publicity and morale from inappropriate community interactions. IOS' Five-factor Personality Index (5PI) and Dark Personality Inventory (DPI), which are included in the Guardian Selection Inventory (GSI), offer a promising way to identify candidates who could be unfit for these positions prior to being hired.

DPI

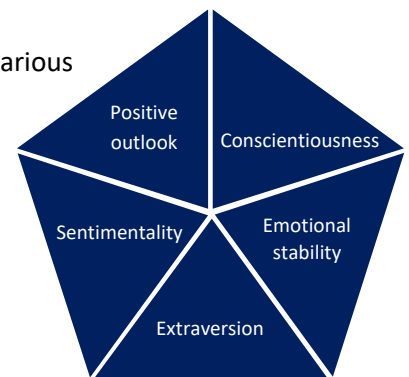


The DPI measures the three “Dark Triad” traits: Machiavellianism, narcissism, and psychopathy. The interpersonal manipulation of Machiavellianism, the sense of entitlement of narcissism, and the antisocial tendencies of psychopathy all combine to serve as indicators of personalities that may be detrimental to law enforcement.

Research has shown that those high in the Dark Triad traits admit to having prejudice against immigrants and endorse a social dominance orientation.¹ These are detrimental characteristics for police officers to have, as they must interact and empathize with diverse people on a daily basis. Additionally, composite scores on Dark Triad personality traits are associated with a greater use of assertiveness and aggressive tactics of social influence (e.g., threats of appeal or punishment and manipulation of a person or situation).² Having this tendency could negatively influence the judgement and decision-making ability of public safety officials. Lastly, research has found that those characterized as having a Dark Triad personality feel more comfortable in a work setting that fulfills their need for prestige and resources.³ Since law enforcement jobs are often viewed as honorable and powerful, this sector could be seen as especially attractive to those high in the Dark Triad traits. It is therefore imperative that the DPI is used to screen law enforcement candidates for the three Dark Triad traits.

5PI

Job performance is multifaceted, and using multiple personality tools can help assess the various dimensions of job performance. While the DPI screens out candidates with negative personality traits, the 5PI helps select candidates with positive traits that have established relationships with positive organizational outcomes. IOS developed the 5PI to measure such traits. The 5PI measures conscientiousness, emotional stability, extraversion, sentimentality, and positive outlook, which have all historically been linked to different facets of job performance.



PSYCHOMETRIC INFORMATION

The DPI and 5PI are combined into the GSI's composite personality score. It accounts for 32.07% of the candidate's final score on the GSI. The GSI's personality score has been found to predict police officer job performance ($r = .355$, $p < .001$) with strong reliability ($\alpha = .725$). Score and pass rate differences between racial subgroups are minimal (Black-White $g = .20$, AIR = 1.01; Hispanic-White $g = .45$, AIR = .98).

¹ Furnham, A., Richards, S. C., & Paulhus, D. L. (2013). The Dark Triad of personality: A 10 year review. *Social and Personality Psychology Compass*, 7(3), 199-216.

² Smith, S. F., Lilienfeld, S. O. (2013). Psychopathy in the workplace: The knowns and unknowns. *Aggression and Violent Behavior*, 18, 204-218.

³ Cohen, A. (2016). Are they among us? A conceptual framework of the relationship between the dark triad personality and counterproductive work behaviors (CWB). *Human Resource Management Review*, 26, 69-85.

GUARDIAN SELECTION INVENTORY (GSI) INTERCULTURAL SENSITIVITY MEASURE

OVERVIEW

Intercultural sensitivity is an individual's ability to effectively function across intercultural contexts and to develop positive emotions and appreciation regarding cultural differences. Given that the nature of police work generally asks individuals to interact with citizens from differing cultures from their own, and based on historic and current civil complaints about racially-biased police treatment, it is clear that such a trait is beneficial to measure in law enforcement officer candidates. IOS has developed the Intercultural Sensitivity Measure (ICSM), which is included in the Guardian Selection Inventory (GSI), to measure this trait.

The ICSM categorizes individuals into one of three factors based on their response patterns. Those three factors are Ethnocentrism, Minimization, and Ethnorelativism.

ETHNOCENTRISM

A person categorized into the Ethnocentrism factor endorses statements that...

- are associated with striving to remain isolated from other cultures – such as maintaining physical boundaries between themselves and culturally-different individuals;
- reflect benign neglect, indifference to, or ignorance regarding cultural differences;
- reflect explicitly negative outward evaluations towards other cultures or culturally-different individuals;
- reflect a perceived threat due to cultural differences; and
- are associated with the belief that one's culture or facets of one's culture are superior to other cultures.

MINIMIZATION

A person categorized into the Minimization factor endorses statements that...

- are associated with acknowledging cultural differences exist, but not seeing them as important, necessary, or valuable.

ETHNORELATIVISM

A person categorized into the Ethnorelativism factor endorses statements that...

- reflect the belief that one worldview is not inherently better or worse than another;
- reflect acceptance of the fact that behaviors and values vary across cultures and are valid for those who share and understand them;
- are associated with expanding one's worldview to incorporate cognitive shifts from one cultural context to another; and
- reflect interacting effectively with people from other cultures, by acting appropriately according to the other culture's norms.

PSYCHOMETRIC INFORMATION

The ICSM screens out candidates at a score of 70, which is the position on the measure where candidates are projected to transition from being ethnorelative to being ethnocentric. Below a score of 70, individuals have responded in a manner where they have more strongly endorsed statements, beliefs, and opinions that are aligned with ethnocentric thinking. Ethnocentrism is clearly problematic for law enforcement officers, as they operate in a multi-cultural environment and can exert power and authority over other individuals. The ICSM accounts for 24.74% of the candidate's final score on the GSI. The ICSM score has been found to predict police officer job performance ($r = .138$, $p < .001$) with excellent reliability ($\alpha = .801$), so its use as part of an entry-level screening tool is supported by current research. Score and pass rate differences between racial subgroups are negligible (Black-White $g = .00$, AIR = 1.00; Hispanic-White $g = -.37$, AIR = 1.12).

GUARDIAN SELECTION INVENTORY (GSI) COGNITIVE ABILITY MEASURE

OVERVIEW

Measures of cognitive ability have been historically labelled as the best predictors of job performance.^{4,5} Although recent research suggests that the validity of cognitive ability has been overstated for decades,⁶ it still emerges as one of the strongest predictors of job performance and was therefore considered vital for inclusion on the GSI.

To construct a cognitive ability measure for the GSI, dimensions of cognitive ability were identified by reviewing job analytic data for the entry-level law enforcement officer job. After these dimensions were identified, they were grouped into broad factors. Several broad factors were created from the dimensions included on the cognitive measure: fluid intelligence/reasoning, crystallized intelligence/language, and visual intelligence. The table below presents the item counts for the cognitive ability dimensions and broad factors. The result of this item mapping produces a 50-item cognitive ability measure that measures eight dimensions based on three broad factors.

Dimensions	Number of Items
Fluid Intelligence / Reasoning	18
Deductive Reasoning	6
Ordering of Information	6
Inductive Reasoning	6
Crystallized Intelligence / Language	18
Grammar	5
Vocabulary	5
Reading	8
Visual Intelligence	14
Pattern Recognition	7
Selective Attention	7
Total Count	50

PSYCHOMETRIC INFORMATION

The GSI's cognitive ability section differs across the three forms of the examination, though there is some overlap of items. The GSI's cognitive ability measure screens out candidates at a score of 70. It accounts for 14.23% of the candidate's final score on the GSI. On all three forms, the cognitive ability score has been found to predict police officer job performance ($r = .175$, $p = .009$; $r = .174$, $p = .009$; and $r = .212$, $p = .002$ for forms 1, 2, and 3, respectively) with excellent reliability (average $\alpha = .817$ across forms), so its use as part of an entry-level screening tool is supported by current research. Pass rate differences between racial subgroups are minimal, and score differences are lower than typically observed (Black-White $g = .57$, AIR = .93; Hispanic-White $g = .14$, AIR = .99).

⁴ Hunter, J. E. & Hunter, R. F. (1984). Validity and utility of alternative predictors of job performance. *Psychological Bulletin*, 96(1), 72-98.

⁵ Schmidt, F. L., & Hunter, J. E. (1998). The validity and utility of selection methods in personnel psychology: Practical and theoretical implications of 85 years of research findings. *Psychological Bulletin*, 124(2), 262-274.

⁶ Sackett, P. R., Zhang, C., Berry, C. M., & Lievens, F. (2022). Revisiting meta-analytic estimates of validity in personnel selection: Addressing systematic overcorrection for restriction of range. *Journal of Applied Psychology*, 107(11), 2040-2068. <https://doi.org/10.1037/apl0000994>

GUARDIAN SELECTION INVENTORY (GSI) SITUATIONAL JUDGEMENT MEASURE

OVERVIEW

The use of situational judgement tests allows for the measurement of skills and abilities that are difficult to measure through traditional cognitive and non-cognitive measures. The skills and abilities of problem analysis, decision making, and problem sensitivity are essential to the job of a law enforcement officer. While these internal mental processes are often difficult to measure directly, they are inherent qualities of a situational judgement test. Individuals must analyze a scenario to determine the problem and make decisions about the best course of action to take. Situational judgement tests have a high degree of content validity, as the scenarios described in situational judgement items reflect situations encountered on the job.⁷ Despite their realism, candidates do not need to know anything about law enforcement practices or rules to respond to these scenarios; the items measure skills, abilities, and other characteristics, not job knowledge. The situational judgement items are scored by comparing the candidate's choices to a key that was empirically developed using data from incumbent police officers, thereby allowing for the evaluation and thus measurement of these mental processes.

Six skills and other characteristics were identified as critically important to measure on the GSI's situational judgement measure: conflict resolution, critical thinking, safety orientation, teamwork orientation, courtesy, and subordination. These dimensions naturally fall into two categories: interpersonal skills and judgement/problem analysis. The situational judgement items were developed from this framework, with the first grouping of items and dimensions focused on judgement/problem analysis using topics of conflict resolution, critical thinking, and safety orientation. The second grouping of items and dimensions focuses on interpersonal/soft skills using topics of teamwork, courtesy, and subordination.

Dimensions	Number of Items
Interpersonal Skills	12
Teamwork	4
Courtesy	4
Subordination	4
Judgement/Problem Analysis	12
Conflict Resolution	4
Critical Thinking	4
Safety Orientation	4
Total Count	24

The GSI's situational judgement measure presents the test-taker with numerous scenarios that are designed to reflect real-life situations entry-level law enforcement officers may find themselves in. Each scenario is followed by two responses containing an action taken in response to the scenario. The candidates must then rate their likelihood of responding to the scenario by taking the action(s) indicated by the response.

PSYCHOMETRIC INFORMATION

There is no cut-score on the GSI's situational judgement measure. It accounts for 28.96% of the candidate's final score on the GSI. The GSI's situational judgement score has been found to predict police officer job performance at a high level ($r = .308$, $p < .001$). Score differences between racial subgroups are minimal (Black-White $g = .28$; Hispanic-White $g = .33$).

⁷ Christian, M. S., Edwards, B. D., & Bradley, J. C. (2010). Situational judgement tests: Constructs assessed and a meta-analysis of their criterion-related validities. *Personnel Psychology*, 63, 83-117. <https://doi.org/10.1111/j.1744-6570.2009.01163.x>