



ARLINGTON HEIGHTS POLICE DEPARTMENT ENTRY-LEVEL PREFERENCE POINT CLAIM FORM

Candidates who achieve a passing score on the written examination are eligible to claim preference points. A maximum of five (5) points may be claimed. Preference points offered shall not be cumulative. In cases of multiple preference point submissions by a single applicant, only the highest eligible preference points may be awarded. Preference points are offered in the following categories:

Military Experience: Those who were engaged in the active military or naval service of the United States for a period of at least one year and who were honorably discharged therefrom, or who are now or may hereafter be on inactive or reserve duty in such military or naval service - Five (5) points.

- DD-214 (long form, including character of discharge) required as proof. If your DD-214 does not show at least one year active and honorable discharge (or proof of inactive/reserve duty) you will not be awarded points. Please note, inactive/reserve duty status is in lieu of an honorable discharge, not active-duty time served.

Law Enforcement Officer Experience: Applicants who have successfully been awarded a certificate attesting to the completion of the Minimum Standards Basic Law Enforcement Academy, are currently serving as an active full-time law enforcement officer and are otherwise ineligible for application under the Police Department's Certified Entry Program. - Five (5) points.

- A copy of an Illinois Law Enforcement Training and Standards Board Law Enforcement Officer Certification required as proof.
- Current employment status will be verified within the application.

AHPD Civilian Employee Experience: Applicants who are current Village of Arlington Heights Police Department full-time civilian employees in good standing and who have served no less than 12 months. - Four (4) points.

- A letter attesting to satisfactory performance and eligibility from the Police Department is required as proof.

AHPD Internship and Apprenticeship Experience: Applicants that have successfully completed a Village of Arlington Heights Police Department sponsored internship or apprenticeship program, either in a part-time paid or college course credit capacity. - Three (3) points.

- A letter attesting to satisfactory performance and eligibility from the Police Department is required as proof.

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AHPD Volunteer: Applicants actively serving in a Police Department sponsored volunteer program for a period of at least 12 months in good standing. - Three (3) points.

- A letter attesting to satisfactory performance and eligibility from the Police Department is required.

Education: Applicants who have successfully obtained a bachelor's degree from an institution of higher learning accredited by the U.S. Department of Education. - Two (2) points.

- A copy of a diploma or official college transcripts is required.

Points cannot be awarded without a formal claim form and supporting documentation.

By submitting and signing this form, I, _____, attest that I am entitled to preference points in the following category/categories:

☐ Military Experience Preference

Branch of Service: _____

Unit: _____

Rank: _____

Dates of Service: _____

Date and Character of Discharge: _____

☐ Law Enforcement Officer Preference

Current Department: _____

Dates of Employment: _____

☐ AHPD Civilian Employee Preference

Dates of Employment: _____

☐ AHPD Internship and Apprenticeship Preference

Dates of Employment: _____

☐ AHPD Volunteer Preference

Dates of Employment: _____

☐ Education Preference

Bachelor's Degree Earned? ☐ Yes ☐ No

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I have submitted documentation as proof of eligibility for preference points in the aforementioned category/categories. I understand that preference points may only be awarded through the submission of a formal claim and after confirmation of eligibility through the screening of supporting documentation. I attest that the information included on this form is truthful and acknowledge that falsifying any information will result in the forfeiture of preference points and possible dismissal from the employment process.

Printed Name: _____

Signature: _____

Date: _____