



CITY OF GENEVA

Police Department

20 Police Plaza, Geneva, IL

Checklist – Lateral Entry

The following checklist will help ensure you submit all of the required application materials and documentation. The required documents may be emailed at the time of application submission, mailed or dropped off at the City of Geneva Human Resources Division, Geneva City Hall, 22 S. First St.

1. Completed application – There is no fee to apply
2. Copy of birth certificate or naturalization papers if born outside of the United States
3. Copy of valid driver's license
4. Certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course
5. Copy of high school diploma or GED
6. Copy of college transcripts
7. Copy of college diploma, if applicable
8. Copy of DD-214, if applicable
9. Resume with a statement of interest and description of specialty assignments in your police career