



FAIRVIEW HEIGHTS POLICE DEPARTMENT

SERVICE • INTEGRITY • COMMUNITY



CIVILIAN POLICE AIDE

GAIN EXPERIENCE.
BUILD YOUR FUTURE.
MAKE A DIFFERENCE.



PART-TIME POSITION

Flexible schedule
averaging 20 hours
per week.



GREAT PAY

Starting wage
\$17.46
per hour

Opportunity for
advancement to a
permanent, part-time
position.



REAL-WORLD EXPERIENCE

Gain a 360-degree
look inside a police
department and build
valuable experience
for a future career
in law enforcement
or criminal justice.



SUPPORT OUR COMMUNITY

Assist with detainee
processing and a variety
of essential department
functions.

KEY DUTIES INCLUDE:

- Complete all phases of detainee processing (intake, booking, fingerprinting, photographing)
- Maintain logs and records
- Assist with phone calls, facility checks, and basic care of detainees
- Perform data entry and clerical tasks
- Support various department functions and other duties as assigned

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age
- High school diploma or equivalent (*college coursework in Criminal Justice preferred*)
- Valid Illinois driver's license with acceptable driving record
- Able to pass a background investigation
- Detail-oriented and able to work independently
- Interested in a career in the criminal justice field (other fields considered on a case-by-case basis)



INTERESTED? CONTACT:

LIEUTENANT TOTEL

618-489-2157 | totel@fairviewpd.org



Pre-employment tours and/or
ride-along opportunities with
a Patrol Officer may also be
arranged.