



# Rules and Regulations of the Board of Fire and Police Commissioners

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City of Collinsville, Illinois

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**Effective November 6, 2024**

*The Board of Fire and Police commissioners shall have charge of all full-time appointments to the Fire and Police departments, except for the office of police and fire chiefs. The Board shall conduct and hold all entrance and promotional examinations in the manner required by law.*

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## CHAPTER 1 – ADMINISTRATION

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### SECTION 1 – SOURCE OF AUTHORITY

The Board of Fire and Police Commissioners of the City of Collinsville, Illinois derives its power and authority from an Act of the General Assembly entitled, "Division 2.1 Board of Fire and Police Commissioners" of Chapter 65 of the Illinois Compiled Statutes.

### SECTION 2 – DEFINITIONS

"Commission" and/or "Board" wherever used shall mean the Board of Fire and Police Commissioners of the City of Collinsville, Illinois.

"Officer" shall mean any person holding a permanent office in the Police or Fire Department of the City of Collinsville, Illinois.

### SECTION 3 – OFFICERS OF BOARD AND THEIR DUTIES

The Board shall annually, on the first meeting in January elect a Chair, Vice-Chair, and a Secretary. They shall hold office until the end of the fiscal year of the municipality and until their successors are duly elected and qualified. The Chair shall be the presiding officer at all meetings. The Secretary shall keep the Minutes of all meetings of the Board in a permanent record book and shall be the custodian of all the forms, papers, books, records and completed examinations of the Board.

### SECTION 4 – MEETINGS GENERALLY

#### 1.04.01 Regular and Special Meetings

All meetings shall be conducted in accordance with the Open Meetings Act. Regular meetings of the Board shall be held pursuant to the schedule adopted by the Board prior to the beginning of the calendar or fiscal year. An agenda for each regular meeting shall be posted at the principal office of the Board and at the location where the meeting is to be held at least forty-eight (48) hours in advance of the holding of the meeting.

At least one copy of the notice and agenda for all meetings will be continuously available for public review during the entire forty-eight (48) hour period preceding the meeting. This requirement may be met by posting the notice and agenda on a website that is maintained by the City. Lack of continuous availability of a notice or agenda for the full 48-hour period due to actions outside of the control of the Board will not invalidate the meeting or any action taken at the meeting.

Special meetings may be called by the Chair of the Board or any two (2) members upon at least forty-eight (48) hours' notice to all Board members. Such call shall set the time and place of holding the special meeting, and the purpose for which it is called. A special meeting may also be called for a future date at any meeting of the Board by a majority vote of the members attending the meeting.

#### **1.04.02 Quorum and Required Vote**

Two (2) members of the Board shall constitute a quorum to do business. All meetings shall only be held with a quorum of the Board present. The affirmative vote of two (2) members is necessary to adopt any motion or resolution, unless a greater number is otherwise required.

#### **1.04.03 Closed Sessions**

All meetings of the Board shall be open, unless a motion is made, seconded and carried upon a roll call vote, to go to closed session pursuant to an exception set forth under the Open Meetings Act. The motion to go to closed session shall set forth the specific exception pursuant to which the closed session will be held.

#### **1.04.04 Minutes**

Generally the Secretary or the Board's Staff Liaison shall keep written minutes of all transactions of the Board in regular and special meetings, open or closed, and committee meetings. The minutes shall include the date, time and place of the meeting; the members of the Board as either present or absent; a summary of discussion on all matters proposed, deliberated, or decided; and a record of any votes taken, including the member making the motion, the second and the results of the voting. The minutes of the proceedings of the Board at regular or special meetings shall be prepared in draft form and copies shall be available or delivered to all Board members along with the notice of the next meeting.

The minutes of the preceding meeting, with any changes made by a motion properly made and carried or as directed by the Chair without objections, shall be approved by the Board and signed by the Secretary no later than thirty (30) days after that meeting or the Board's second subsequent regular meeting, whichever is later.

The official minutes of the Board shall be kept in the Board's files in the Office of Human Resources and shall be made available to citizens for inspection during regular business hours and on the City's website within ten (10) days of approval.

#### **1.04.05 Verbatim Record of Closed Meetings**

The Secretary or the Board's Staff Liaison shall audio record all closed meetings. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. After eighteen (18) months have passed since being made, the audio recording of a closed meeting shall be destroyed, provided that the Board has approved its destruction and approved written minutes of the particular closed meeting. The verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act.

At no time will an audio recording be released that would violate state or federal privacy or confidentiality requirements, including, but not limited to, any matter concerning communications between the Board and an attorney representing the Board; and all information exempted from disclosure under the Illinois Freedom of Information Act.

#### **1.04.06 Semi-Annual Review of Minutes**

The Board shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings which have not been released for public inspection. After the review is made,

the Board shall make a determination and report in open session that the need for confidentiality still exists as to all or part of those minutes or that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

#### **1.04.07 Open Meetings Act Training**

Each Board member must complete the electronic training curriculum developed and administered by the Public Access Counselor within ninety (90) days of appointment to the Board and file a copy of the certificate of completion with the Board's Staff Liaison.

### **SECTION 5 – ORDER OF BUSINESS**

The order of business at any meeting shall be:

- a) Call to Order
- b) Roll Call
- c) Speakers from the Floor
- d) Approval of Minutes
- e) Correspondence
- f) Old Business
- g) New Business
- h) Executive (Closed) Session
- i) Adjournment

### **SECTION 6 – AMENDMENTS**

Amendments to the rules of the Board may be made at any meeting of the Board. All amendments shall forthwith be printed for distribution and notice shall be given of the place or places where said rules may be obtained. Such notice shall be published on the City's website general circulation in the City. The notice shall specify the date, not less than fifteen (15) days or more than thirty (30) days prior to the effective date of the amendments.

### **SECTION 7 – ANNUAL REPORT AND BUDGET REQUEST**

The Board shall submit an Annual Report of its activities as required by §5/10-2.1-19 of the Board of Fire and Police Commissioners Act, and a Budget Request for the ensuing year, as required by local ordinance and the aforementioned §5/10-2.1-19.

### **SECTION 8 – BOARD MEMBER ETHICS**

Each Commissioner shall agree that as a member of the Board, he or she shall do his or her utmost to represent the City by adhering to the following commitments:

- A. He or she will represent the City honestly and equally and refuse to surrender his or her responsibilities to special interest or partisan political groups.
- B. He or she will avoid any conflict of interest or any appearance of impropriety which could result from his or her position and shall not use his or her Board membership for personal gain or publicity.
- C. He or she will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.

- D. He or she will take no private action that might compromise the Board or administration of the Board's business and will respect the confidentiality of privileged information.
- E. He or she will abide by majority decisions of the Board while retaining the right to seek changes through ethical and constructive channels.
- F. He or she will encourage and respect the free expression of opinion of fellow Board members and others who seek to be heard before the Board.
- G. He or she shall faithfully and diligently perform the duties of the Board, including attendance at all Board meetings and other functions where the Board's attendance is required.
- H. He or she shall not intentionally solicit or accept any gift from any prohibited source as prescribed in Article 10 of the State Officials and Employees Ethics Act. However, Board members may accept gifts from prohibited sources under the limited exceptions set forth in Section 10-15 of the Act. If the City adopts or maintains a more restrictive policy on the acceptance of gifts, the Board members shall adhere to the City's policy.

## **SECTION 9 – IDENTITY AND PRIVACY PROTECTION**

The Board shall protect the identity and privacy of all officers, employees, members, agents, applicants, candidates, and members of the public, in accordance with the Illinois Identity Protection Act and applicable City policy.

The Board and its agents shall not collect, use, or disclose a person's Social Security Number ("SSN"), except where required or authorized by law or regulation to conduct background checks. The Board shall not request SSNs except when it falls within a delineated exception permitted under the law. Individuals not serving on the Board or as the Board's Staff Liaison or agent shall generally have no access to Board documents or information containing individuals' SSNs. The Board may receive and review sensitive personal information regarding applicants or candidates for positions in the City's Fire and Police Departments. Such information shall be kept secured from access by unauthorized individuals and properly stored and destroyed in accordance with applicable state and federal law, and City policy.



## **CHAPTER 2 – POLICE DEPARTMENT**

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### **SECTION 1 – POLICE APPLICATIONS**

#### **2.1.01 RESIDENCY**

Applicants for examination must be citizens of the United States.

#### **2.1.02 APPLICATION**

Applications for a position shall be filed upon forms furnished by the Commission, and applicants must comply with the requirements of said form in every respect. The application must be filed with the Board prior to taking an examination.

Every applicant must be of good moral character, of temperate habits, of sound health and must be physically able to perform the duties of the position applied for. The burden of establishing these facts rests upon the applicant.

The Board may request applicants furnish copies of Military Service Records, Discharge Papers, Birth Certificate, High School Diploma or GED Certificate, College or University Degree, and/or certified transcript of course work from an accredited College or University.

A false statement knowingly made by a person in an application for examination, connivance in any false statement made in any certificate which may accompany such application or complicity in any fraud touching the same, shall be regarded as good cause for exclusion from the examination.

#### **2.1.03 DISQUALIFICATION**

The Board may disqualify an applicant for any reason(s) allowed by law and provided for in 65 ILCS 5/10-2.1. Any applicant, or eligible, deemed disqualified hereunder, shall be notified by the Board.

#### **2.1.04 RELEASE OF LIABILITY AND AUTHORIZATION FOR BACKGROUND INVESTIGATION**

All applicants shall execute and deliver to the Board or its agents on the Board's forms a signed release of all liability prior to participating in the application and examination process and authorizing and empowering the Board and its agents to conduct a background investigation of the applicant.

#### **2.1.05 DEFECTIVE APPLICATIONS**

Applicants must comply with the requirements of the application form in every respect. The Board or its designee shall check the application material submitted for completeness. Applicants may be required to provide additional information or documentation for correction or clarification of minor omissions or deficiencies in their application, provided that the applicant is otherwise qualified for the position sought. However, nothing in this section shall require the Board to seek such additional documentation not properly provided by the applicant, and the failure to provide information or documents may be cause for refusing to further consider the applicant.

### **2.1.06 AGE REQUIREMENTS**

Applicants shall be under thirty-five (35) years of age, at the time of application and at such time as the final eligibility list is posted, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Fire and Police Commissioner's Act. Applicant may be 20 years old at the time they file their application with the Board, but must reach their 21<sup>st</sup> birthday by the completion of the Police Academy. Proof of birth date will be required at time of application.

### **2.1.07 EDUCATION REQUIREMENTS (65 ILCS 5/10 – 2.1-6)**

Applicants must have an associate degree in the field of law enforcement from an accredited community college, university or college, OR a minimum of sixty-four (64) credit hours toward a bachelor's degree in any field from an accredited college or university.

- Applicants will be permitted to proceed in the hiring process with evidence of meeting the minimum education requirement or with evidence that they are presently enrolled in a community college, university, or college with the documented expectation that they will meet the minimum education requirement within 1 year of the initial examination date.
- To be hired from the established final eligibility register, an applicant must already meet the education requirement or provide documentation from a community college, university, or college that they are expected to meet the education requirement within 30 days of hire.
- If an applicant is hired under the expectation of completing the education requirements within 30 days of hire and fails to do so, they will be terminated on day 31 of hire per failure to satisfy all hiring requirements.

The education requirement may be waived if the applicant:

- Has served twenty-four (24) months of honorable active duty in the United States Armed Forces and has not been discharged dishonorably;
- Has served for 180 days of active duty in the United States Armed Forces in combat duty recognized by the Department of Defense and has not been discharged dishonorably.

### **2.1.08 FALSE STATEMENTS AND OMISSIONS**

Any false statement or omission of a material nature knowingly made by a person in an application or examination, or connivance in any false statement made in a certificate that may accompany such application, or complicity in any fraud touching the same shall be regarded as good cause for disqualification or exclusion from the examination process, and/or discharge from the City.

### **2.1.09 APPLICATION FEES**

The Board may charge a fee to cover the costs of the application process for Police Officer candidates, as may be established by the Board from time to time. Applicable costs will be provided with the notice of examination.

### **2.1.10 CHANGES IN APPLICANT INFORMATION**

It shall be the duty of each applicant to inform the Board in writing of any change in his or her U.S. Postal Service address, e-mail address or telephone number, so that the Board may maintain contact with applicants from initial application to final employment disposition. Failure to properly notify the Board of any change may result in the striking of the applicant's name from the application process or from the eligibility roster.

**2.1.11 NOTICE OF ACCEPTANCE OF APPLICATION**

The Secretary will notify all applicants whose applications have been accepted by the Board to be present for orientation and any subsequent examinations.

## **SECTION 2 – ORIGINAL APPOINTMENT TO THE POLICE DEPARTMENT**

### **2.2.01 NOTICE OF POLICE EXAMINATIONS**

Examinations shall be held on the date(s) fixed by the Board and advertised in accordance with the requirements of 65 ILCS 5/10-2.1. The Board shall call examinations to fill vacancies in the class of service in which vacancies are liable to occur. A call for such examination shall be entered in the Minutes of the Board and shall include a statement of:

- The time and place where such examination will be held;
- The location where applications may be obtained and the date by which applications must be returned to the Board; and
- The position to be filled from the resulting eligibility list.

### **2.2.02 PHYSICAL FITNESS TESTING**

Applicants are required to undergo an examination of their physical ability to perform the essential functions included in the duties they may be called upon to perform as a member of a police department.

### **2.2.03 WRITTEN POLICE EXAMINATIONS**

Written examinations shall be administered in order to measure an applicant's mental aptitude and shall test an applicant's ability to assimilate training as a Police Officer. The examination shall be documented by a validation study. The test procedure will be determined by the Board or its agent or designee. All written examinations shall be administered in a uniform manner that ensures the security and accuracy of scores achieved.

The Board has set a minimum passing score of 75% which demonstrates a candidate's ability to perform the essential functions of the job. The minimum score set by the Board shall be supported by appropriate validation evidence and shall comply with all applicable state and federal laws.

Applicants who fail to achieve a passing grade will be notified in writing and eliminated from all further consideration. The grading of the written examination by the Board and/or its designees or agents shall be final and conclusive and not subject to review by any other board, tribunal, or court of any kind or description.

All candidates who pass the written examination shall be ranked based on their scores on the written examination.

### **2.2.04 INITIAL ELIGIBILITY REGISTER FOR POLICE OFFICER**

Following completion of the written test and the physical ability test, the Board will prepare an **Initial Eligibility Register** of those candidates who have successfully passed each of these components of the testing process.

The candidates will be listed in order of excellence based on their score on the written test without the application of any available preference points.

When more than one candidate receives the same number of points, placement on the Initial Eligibility Register shall be assigned by highest written exam score.

Within sixty (60) days after the examinations, the Board shall post a dated copy of the Initial Eligibility Register. The register shall include the final grades of the candidates on the written test, subject to claim for veteran's and other preference points. A dated copy of the Initial Eligibility Register shall also be sent to each person whose name appears thereon to the U.S. Postal Service address or email address provided in the application.

### **2.2.05 ORAL POLICE EXAMINATIONS AND WRITING ASSESSMENTS**

The Board shall select a number of candidates, as determined at the discretion of the Board based on hiring needs, from the Initial Eligibility Register who shall be required to submit to an oral interview to be conducted by the Board.

Prior to administering an oral interview, the Board may choose to implement an Oral Interview with members of the Collinsville Police Department Command Staff prior to Oral Interview with the Board of Fire and Police Commissioners. This interview shall be evaluated on a Recommend/Deny basis.

The oral examination may include a writing assessment component, at the Board's discretion. The Board shall announce at the time of notice of examination if a writing assessment will be included in the oral examination component.

Candidates who successfully pass the oral examination, as well as the writing assessment (if given), shall be included on the Final Eligibility Register.

At least two (2) Commissioners shall participate in the oral examination of Police Officer candidates. Upon completion of each oral examination, the Commissioners will independently rate the candidate's ability and fitness for the position of Police Officer on a standard scoring sheet. The Board's Liaison shall add up the Commissioners' individual scoring sheets to determine a combined average oral examination score for each candidate. The writing assessment (if given) shall be job-related and scored by the Board's agent. In testing processes where the writing assessment is given, it will be added to final oral interview score in a proportion determined by the Board and announced at the time of the notice of examination. Candidates who fail to successfully complete the oral examination and writing assessment (if given) will be notified in writing and eliminated from all further consideration.

The Board has set a minimum passing score of 75% which demonstrates a candidate's ability to perform the essential functions of the job. The minimum score set by the Board shall be supported by appropriate validation evidence and shall comply with all applicable state and federal laws.

### **2.2.06 PREFERENCE POINTS (65 ILCS 5/10 – 2.1-8)**

Candidates shall receive information regarding preference points with the application form. If eligible for preference points, candidates shall make a claim in writing using the process provided by the Board, with proof thereof within ten (10) working days after the date of the Initial Eligibility Register or such claim shall be deemed waived.

The preference claim form must be submitted to the Board's Staff Liaison or designee no later than 5 p.m. on the tenth (10th) calendar day after the Initial Eligibility Register is posted.

The Board will prepare an Initial Eligibility Register which shall include approved preference points. The Board shall assign preference points as follows:

***Veteran's Preference (5 points)***

Applicants who actively served in the United States military for at least one (1) year and who were honorably discharged or are now on inactive or reserve duty shall be preferred for employment and shall receive not less than five (5) preference points. Proof of such service must include a copy of Military Form DD-214 (long form) as proof of active service, evidence of the honorable discharge and a candidate's sworn affidavit.

***Education Preference (5 points)***

Applicants who have obtained an associated degree in law enforcement, criminal justice, fire service or emergency services, or a bachelor's degree from an accredited college or university.

***Experience Preference (5 points)***

Applicants who have been awarded a certificate attesting to the successful completion of the Minimum Standards Basic Law Enforcement Training Course as provided in the Illinois Police Training Act and are currently serving as a law enforcement officer on a part-time or full-time basis within the State of Illinois.

***Collinsville Police Department Civilian Police Aide Program or Collinsville Police Department Police Explorer Program Preference (2 points)***

Current civilian employees of the Collinsville Police Department employed full-time for three (3) years and in good standing are eligible for two (2) preference points. Additionally, candidates who are currently serving or previously served for a period of one (1) year with the Collinsville Police Department Civilian Police Aide Program or the Collinsville Police Department Cadet Program within three (3) years of testing are eligible for two (2) preference points. Preference points are not guaranteed, and a claim request must be submitted in writing to the Board of Fire and Police Commissioners/Department of Human Resources, and a decision will be rendered in consultation with the Chief of Police based on the candidates' prior work performance.

**2.2.07 MINIMUM PASSING SCORES FOR POLICE EXAMINATIONS**

Failure to achieve the minimum passing grade in any examination disqualifies the applicant from any further participation.

Each weighted component of the examination process shall be based upon a scale of 1 to 100.

The Board, at its discretion, may employ a testing vendor(s) to conduct any of the examinations administered pursuant to these rules.

<b>Examinations</b>	<b>% of Total Grade</b>	<b>Minimum Passing</b>
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Orientation	-	N/A (Attendance Recommended)
Physical Aptitude Test	-	Evidence of successful Physical Aptitude Test
Written Test	50%	75%
Oral Interview – Command Staff	-	Recommend or Deny
Oral Interview – Fire and Police Board	50%	75%

Prior to a **CONDITIONAL OFFER OF EMPLOYMENT**, candidates must pass a polygraph (pass or fail.)

After a **CONDITIONAL OFFER OF EMPLOYMENT** is made, candidates must pass the following examinations:

- Psychological Examination (Pass or Fail)
- Medical Examination (Pass or Fail)
- Background Investigation (Pass or Fail)

**2.2.08 FINAL ELIGIBILITY REGISTER FOR POLICE OFFICER**

The Board shall prepare a **Final Eligibility Register** which shall include the candidates’ oral interview scores from which final Police Officer appointments shall be made. The candidates shall be placed upon the Final Eligibility Register in rank order, highest first.

The rank order shall be based upon the candidates’ total cumulative score which shall be calculated as follows:

- Original written test score multiplied by 50%; and
- Oral interview score (including written assessment, when given) multiplied by 50%.

Where more than one candidate receives the same number of points, placement on the Final Eligibility Register shall be by highest written score.

However, if a candidate who is also a veteran receives the same number of points as another candidate(s), the veteran shall be placed above the other candidate(s).

A dated copy of the Final Eligibility Register shall be posted in the City of Collinsville and sent to each person whose name appears thereon to the U.S. Postal Service address or email address provided in the application.

In the event a Final Eligibility Register is exhausted prior to the expiration of the Initial Eligibility Register, the Board may establish another Final Eligibility Register. The Final Eligibility Register shall remain valid for one (1) year after which it will expire, and the Board will strike off all

remaining names. Any person placed on the Final Eligibility Register who exceeds the age requirement before being appointed to the City of Collinsville Police Department shall remain eligible for appointment until the list is abolished, or his or her name has been on the register for a period of one (1) year.

### **2.2.09 CONDITIONAL OFFERS OF EMPLOYMENT**

Applicants shall be appointed from the final eligibility list in descending order. Notwithstanding anything to the contrary contained within these rules and regulations, the Board may, at its discretion, choose to appoint an applicant, for a Police Officer's position, who has been awarded a certificate attesting to his or her successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act, ahead of non-certified applicants.

Appointment from the Final Eligibility Register is subject to satisfactorily passing or completing an in-depth psychological examination, a polygraph test, background investigation, and a thorough medical examination (which may include a test of the applicant's vision and hearing, a test for the presence of communicable diseases as well as a test to screen for the use of drugs and/or narcotics).

### **2.2.10 CHARACTER AND BACKGROUND INVESTIGATION**

Before a candidate on the Final Eligibility Register is given a conditional offer of employment, the Board shall require that an in-depth character and background investigation be completed on the candidate.

Candidates shall be required to be fingerprinted. The investigation shall include, but not be limited to, verification of the qualification credentials such as age, citizenship, and driving records. Such investigation shall examine the candidate's work record, criminal conviction history, educational experience, and other factors of background and life experience which shall be reasonably related to the requirements of the position.

Verification shall be made of at least three (3) personal references and investigation of the candidate's integrity and character. The background investigation may include an oral interview of the candidate. Candidates shall be subject to a polygraph examination by a professionally trained and licensed polygraph examiner appointed by the Board. The results of the polygraph shall not be a single determinant of qualification for employment but shall be used as an adjunct to the character and background investigation. This portion of the hiring process will be graded on a pass/fail basis.

### **2.2.11 DISQUALIFICATIONS**

The Board will refuse to certify any candidate as eligible for the position of Police Officer if that person:

- Is addicted to the habitual use of intoxicating beverages or is a user of narcotics or any other drug illegally
- Has been convicted of a felony or any misdemeanor involving moral turpitude
- Has attempted to practice any deception or fraud in his application which includes a finding by the Board of an untruthful answer in the application



- Has unsatisfactory character or unsatisfactory employment references
- Has been dismissed from any public service for good cause
- Submits an application that is incomplete and does not account for all periods of time
- Cannot speak and understand the English language
- Does not have a current valid driver's license
- Is found lacking in any of the established bona fide occupational requirements for the position in the service for which the candidate applies
- In any other way does not meet the standards established for the position
- Has knowingly divulged or received test questions or answers before a written examination, or otherwise knowingly violated or subverted any of these rules.

Any candidate deemed disqualified as provided herein shall be notified in writing of the disqualification by the Board. Within five (5) days of receipt of such notice, the applicant or candidate may request in writing an opportunity to appear before the Board. The Board may, in its discretion, set the matter for review of its decision. The decision of the Board, if review is granted, is final.

### **2.2.12 PROBATIONARY APPOINTMENT**

All original appointments to the Police Department shall be on a probationary basis commencing upon the date Officer first reports for duty and continuing for a period of eighteen (18) months, with the exception of *certified police officers* hired through either the Accelerated Entry hiring process, outlined in section 2.2.15, or the Traditional Entry testing process. Certified officers will serve a (12) month probationary period. A probationary employee is an employee-at-will. A probationary period may be extended for those periods of time a probationary employee is unable or unavailable to perform his or her assigned duties due to required training or due to injury or illness (whether job-related or not) if such periods of absence exceed thirty (30) days.

The Board may extend the original probationary period for a Police Officer for an additional six (6) months upon the recommendation of the Police Chief.

The Board shall consider the written recommendation of the Police Chief to appoint to full-time, non-probationary status or terminate, and shall act upon that recommendation by either appointment or termination. In no case shall a probationary Police Officer be discharged until after the Police Chief has received from the Board a notice in writing that the Board has approved the discharge.

Probationary employees may be summarily dismissed by the Board and are not entitled to the protection afforded to other full-time Officers by statute or these rules.

### **2.2.13 PASSING AN APPOINTMENT**

Any candidate may pass on an appointment once without losing his or her position on the Final Eligibility Register. Any candidate who passes a second time may be removed from the Final Eligibility Register by the Board.

#### **2.2.14 CERTIFICATION**

Final certification of probationary Police Officers shall be subject to successful completion of the Basic Training Course, as mandated by the State of Illinois, as well as successfully completing all requirements of the Department's field training program within the prescribed probationary period. Inability to successfully complete the course and the FTO program shall be grounds for dismissal.

#### **2.2.15 ACCELERATED ENTRY**

All persons who are currently employed full-time for a minimum of one-year from their state certification date, in good standing, and have completed a minimum of a 12-month probationary period in any state, may be considered for Accelerated Entry.

To be eligible for Accelerated Entry, a completed application, as outlined in Chapter II, must be submitted to the Board of Fire and Police Commissioners. All Accelerated Entry applicants must provide documentation to show that their current responsibilities and duties are like those of a Police Officer in the City of Collinsville. Accelerated Entry applicants from Illinois must provide documentation that they have fulfilled the requirements of the Illinois Police Training Act. Out of State applicants must provide documentation that they have fulfilled the requirements of their state's training board, and depending on their length of service, may be required to complete certain conditions/courses required by the Illinois Law Enforcement Training and Standards Board to qualify for an Illinois police academy waiver and reciprocity, and certification in the State of Illinois.

Accelerated entry applicants who meet the aforementioned requirements and have been selected for accelerated entry will not be required to attend an orientation or take the entry level written examination. However, all accelerated entry candidates shall successfully complete all other phases of the entry-level process before an offer of employment is given.

Incomplete applications received by the Board of Fire and Police Commissioners may be cause for immediate disqualification from the examination process.

All applicants that apply and are selected for accelerated entry will be placed in order of excellence on the Accelerated Entry Eligibility List. No preference points will be applied to accelerated entry applicants. Accelerated Entry Eligibility Lists shall expire one (1) year from the date it is published.

The Board may direct that an Accelerated Entry testing occur if the Board deems it may be necessary in order to have a viable pool of candidates from which to consider employment. If candidates complete the Accelerated Entry Process while another Accelerated Entry list remains in effect those candidate names will be added to the current list in order of excellence. In such instances, all Accelerated Entry Candidates names will be followed by the expiration of their eligibility (after one year). No Accelerated Entry Candidate will be allowed to compete in the Accelerated Entry Process more often than once every twelve (12) months.

Accelerated Entry candidates shall be assessed by the Board through an Oral Interview and ranked accordingly on a separate eligibility list. Additional testing components used to measure the candidates experience and competence may be implemented at the discretion of the Board. The decision to hire from the Accelerated Entry Eligibility List or traditional Eligibility Register will be made at the discretion of the Board based on a recommendation by the Chief of Police in accordance with the personnel needs of the Police Department at the time.

Prior to administering an oral interview, the Board may choose to implement an Oral Interview with members of the Collinsville Police Department Command Staff prior to Oral Interview with the Board of Fire and Police Commissioners. This interview shall be evaluated on a Recommend/Deny basis.

The oral examination may include a writing assessment component, at the Board's discretion. The Board shall announce at the time of notice of examination if a writing assessment will be included in the oral examination component.

Candidates who successfully pass the oral examination, as well as the writing assessment (if given), shall be included on the Final Eligibility Register.

At least two (2) Commissioners shall participate in the oral examination of Police Officer candidates. Upon completion of each oral examination, the Commissioners will independently rate the candidate's ability and fitness for the position of Police Officer on a standard scoring sheet. The Board's Liaison shall add up the Commissioners' individual scoring sheets to determine a combined average oral examination score for each candidate. The writing assessment (if given) shall be job-related and scored by the Board's agent. In testing processes where the writing assessment is given, it will be added to final oral interview score in a proportion determined by the Board and announced at the time of the notice of examination. Candidates who fail to successfully complete the oral examination and writing assessment (if given) will be notified in writing and eliminated from all further consideration.

The Board has set a minimum passing score of 75% which demonstrates a candidate's ability to perform the essential functions of the job. The minimum score set by the Board shall be supported by appropriate validation evidence and shall comply with all applicable state and federal laws.

## **2.2.16 EMERGENCY HIRE PROVISIONS**

In cases where the Chief of Police can show sufficient evidence of a manpower crisis that results in a negative impact on the delivery of effective and efficient police services, or a negative impact on public safety, the Board of Fire and Police Commissioners may make emergency appointments to certified police officers from either the traditional hiring eligibility list or the accelerated entry hiring eligibility list, assuming all other hiring conditions have been met. These conditions may consist of an in-depth background investigation, polygraph examination, psychological examination, and a medical/physical/drug screen. Additionally, employees who have previously worked for the police department and resigned in good standing but are not on either eligibility list, may be considered for emergency hire re-appointment.

## SECTION 3 – PROMOTIONAL EXAMINATIONS FOR POLICE

### 2.3.01 GENERAL

The Board, by its rules, shall provide for promotion in the Police Departments on the basis of ascertained merit and seniority in service and examination, and shall provide in all cases, where it is practicable, that vacancies shall be filled by promotion.

All examinations for promotion shall be competitive among such members of the next lower rank as desire to submit themselves to examination.

Probationary Police Officers shall be ineligible to test for promotion.

All promotions within the Police Department shall be made from the three (3) individuals having the highest rating, and where there are less than three (3) names on the promotional eligibility register, as originally posted, or remaining thereon after appointments have been made there from, appointments to fill existing vacancies shall be made from those names or the name remaining on the promotional register.

The method of examination and the rules governing examinations for promotion are specified below. The Board shall strike off the names of candidates for promotional appointment after they have remained thereon for more than three (3) years, provided there is no vacancy existing which can be filled from the promotional register.

For the purpose of determining that a vacancy exists, the Board must have received notice from the appropriate corporate authorities to fill an existing vacancy prior to the date the name(s) are to be stricken from a promotional eligibility register.

Each weighted component of the examination process shall be based upon a scale of 1 to 100.

The final Promotional Examination score for positions within the Police Department shall be determined as follows:

Examination	Weight	Passing Grade
Written Test	40%	*
Oral Interview/Assessment Center	40%	*
Departmental Merit and Efficiency (maximum of 10 points)	10%	N/A
Seniority/Time in Grade	10%	

\*To be announced by the Board prior to conducting the examination and may vary based upon the examination or the testing agency used by the Board.

### **Seniority**

Seniority is to be determined as of the date the written examination is given and will be calculated as follows:

- One (1) point per year for each full year, or part thereof, the employee has served as a full-time member of the Collinsville Police Department not to exceed a maximum of five (5) points; and
- One (1) point per year for each full year, or part thereof, of time in grade.

In the event no candidate from the immediate next lower rank qualifies for promotion, the Board in determining next in order of rank in promotional examinations, determines a policy of extending the examination successively through all the orders of rank in the services in an endeavor to qualify suitable eligible candidates for the vacancy or vacancies existing before extending the examination to the general public.

Candidates who are otherwise qualified and have timely requested credit for prior military service shall be granted veterans preference points as provided by State statute.

### **2.3.02 TOTAL SCORE**

A candidate's total score shall be calculated according to Section 2.3.01 above and shall consist of scores for the written examination, oral examination/assessment center, departmental merit and efficiency, and seniority and veteran's preference points.

Candidates shall take rank upon a promotional eligibility register in the order of their relative excellence as determined by their total score. In the event of a tie score, the placement of the tied candidates' names on the eligibility list shall be determined by highest written examination score.)

### **2.3.03 PROMOTIONAL VACANCY**

Upon notice from the appropriate corporate authority that a promotional vacancy exists, the Board shall select the individual to be promoted in the manner specified in this Section.

## SECTION 4 – ORDER OF RANK, CLASSIFICATION, AND OATH OF OFFICE

### 2.4.01 RANK

The order of rank in the Police Department shall be as provided by ordinance and municipal budget.

### 2.4.02 CLASSIFICATION

The Board classifies such offices in the Police Department for the purpose of establishing and maintaining standards of examinations and promotions based upon job descriptions and departmental regulations.

### 2.4.03 OATH OF OFFICE

Before entering duty, any person about to become a member of the Police Department, shall take the following oath, before any person authorized to administer oaths in the State of Illinois:

#### *Oath*

"I, \_\_\_\_\_, having been hired to the position of \_\_\_\_\_ in the City of Collinsville, \_\_\_\_\_ County, and State of Illinois, aforesaid, DO SOLEMNLY SWEAR that I will support the Constitution of the United States of America and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of \_\_\_\_\_ to the best of my ability, so help me God."

\_\_\_\_\_ (Signature)

Signed and Sworn To before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

City Clerk

He shall enter into such bond in such amount as prescribed by the Ordinance.

## CHAPTER 3 – FIRE DEPARTMENT

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### SECTION 1 – FIRE APPLICATIONS

#### 3.1.01 RESIDENCY

Applicants for examination must be citizens of the United States.

#### 3.1.02 APPLICATION

Applications for a position shall be filed upon forms furnished by the Commission, and applicants must comply with the requirements of said form in every respect. The application must be filed with the Board prior to taking an examination.

Every applicant must be of good moral character, of temperate habits, of sound health and must be physically able to perform the duties of the position applied for. The burden of establishing these facts rests upon the applicant.

The Board may also request applicants furnish copies of Social Security Card, College or University Degree, and/or certified transcript of course work from an accredited College or University.

All applicants must either hold an EMT-P license/certificate or be enrolled in a program to become a paramedic at the time of application and be licensed as an EMT-P at the time of appointment.

#### 3.1.03 Documentation requirements with application:

- *A copy of their "birth record" as proof of citizenship and age.* Applicants may submit copies of a U.S. county- or state-issued birth record, valid U.S. passport, or naturalization papers as their birth record. Hospital-issued birth certificates will not be accepted.
- *A copy of their high school diploma.* The Board will also accept a copy of the applicants' high school transcript (showing graduation date) or evidence of a G.E.D. equivalence diploma. In cases of applicants who were educated outside the United States, appropriate documentation of a high school-level diploma shall be determined on a case-by-case basis.
- *A copy of their valid driver's license,* including the back side if license bears renewal sticker.
- *A copy of their valid Candidate Physical Ability Test (CPAT) card with ladder certification* issued within twelve months immediately preceding the date of application. If applicant does not have a current card, one must be submitted before the final eligibility list is established.
- *A copy of their DD214 if using age exception for military.*

#### 3.1.04: Documentation required at time of job offer if not previously provided.

- *A copy of their valid Paramedic License (EMT-P);* must be licensed as an Illinois EMT-Paramedic at time of hire
- *A copy of their valid Candidate Physical Ability Test (CPAT) card with ladder certification* issued within twelve months immediately preceding the date of offer of employment. Note: "Applicant must maintain a current CPAT card for the duration of the eligibility list in order to be considered for employment"

### **3.1.05 DISQUALIFICATION**

The Board may disqualify an applicant for any reason(s) allowed by law and provided for in 65 ILCS 5/10-2.1. Any applicant, or eligible, deemed disqualified hereunder, shall be notified by the Board.

The Board will refuse to certify any candidate as eligible for the position of Firefighter/Paramedic if that person:

- Is addicted to the habitual use of intoxicating beverages or is a user of narcotics or any other drug illegally
- Has been convicted of a felony or any misdemeanor involving moral turpitude
- Has attempted to practice any deception or fraud in his application which includes a finding by the Board of an untruthful answer in the application
- Has unsatisfactory character or unsatisfactory employment references
- Has been dismissed from any public service for good cause
- Submits an application that is incomplete and does not account for all periods of time
- Cannot speak and understand the English language
- Does not have a current valid driver's license
- Is found lacking in any of the established bona fide occupational requirements for the position in the service for which the candidate applies
- In any other way does not meet the standards established for the position
- Has knowingly divulged or received test questions or answers before a written examination, or otherwise knowingly violated or subverted any of these rules.

Any candidate deemed disqualified as provided herein shall be notified in writing of the disqualification by the Board. Within five (5) calendar days of receipt of such notice, the applicant or candidate may request in writing an opportunity to appear before the Board. The Board may, in its discretion, set the matter for review of its decision. The decision of the Board, if review is granted, is final.

### **3.1.06 RELEASE OF LIABILITY AND AUTHORIZATION FOR BACKGROUND INVESTIGATION**

All applicants shall execute and deliver to the Board or its agents on the Board's forms a signed release of all liability prior to participating in the application and examination process and authorizing and empowering the Board and its agents to conduct a background investigation of the applicant.



### **3.1.07 DEFECTIVE APPLICATIONS**

Applicants must comply with the requirements of the application form in every respect.

The Board or its designee shall check the application material submitted for completeness.

Applicants may be required to provide additional information or documentation for correction or clarification of minor omissions or deficiencies in their application, provided that the applicant is otherwise qualified for the position sought. However, nothing in this section shall require the Board to seek such additional documentation not properly provided by the applicant, and the failure to provide information or documents may be cause for refusing to further consider the applicant.

### **3.1.08 AGE REQUIREMENTS TO APPLY**

Applicants may be 20 years of age at the time of application submission but must be twenty-one (21) years of age at the time of official appointment. Proof of birthdate will be required at the time of application.

Applicants shall be under thirty-four (34) years of age at the time of application and at such times as the final eligibility list is posted.

However, the age-34 limitation shall not apply in cases where the applicant was previously employed as a full-time firefighter in a regularly constituted fire department of (i) any municipality or fire protection district located in Illinois, (ii) any fire protection district whose obligations were assumed by a municipality under Section 21 of the Fire Protection District Act (70 ILCS 705/21); or

(iii) a municipality whose obligations were taken over by a fire protection district. To qualify for these exceptions to the age limitations, the applicant shall have been actively working as a firefighter over the past two (2) years of the date of his or her application to this City, or

The age-34 limitation shall not apply to any applicant who turned 35 while serving as a member of the active or reserve components of any of the branches of the Armed Forces of the United States or the National Guard of any state, whose service was characterized as honorable or under honorable, if separated from the military, and is currently under the age of 40.

\* To qualify as "employed" for purposes of this section, the applicant must have received or should receive a W-2 from a municipality under federal law or regulations.

### **3.1.09: MINIMUM/MAXIMUM AGE TO BE HIRED**

At time of conditional job offer the following age limitations apply

No person who is under twenty-one (21) years of age shall be eligible for employment as a firefighter/paramedic.

No person who has reached their thirty-fifth (35) birthday shall be eligible for employment unless they meet the specific military exemption.

### **3.1.10 FALSE STATEMENTS AND OMISSIONS**

Any false statement or omission of a material nature knowingly made by a person in an application or examination, or connivance in any false statement made in a certificate that may accompany such application, or complicity in any fraud touching the same shall be regarded as good cause for disqualification or exclusion from the examination process, and/or discharge from the City.

### **3.1.11 APPLICATION FEES**

The Board may charge a fee to cover the costs of the application process for Firefighter/Paramedic candidates, as may be established by the Board from time to time. Applicable costs will be provided with the notice of examination.

### **3.1.12 CHANGES IN APPLICANT INFORMATION**

It shall be the duty of each applicant to inform the Board in writing of any change in his or her U.S. Postal Service address, e-mail address or telephone number, so that the Board may maintain contact with applicants from initial application to final employment disposition. Failure to properly notify the Board of any change may result in the striking of the applicant's name from the application process or from the eligibility roster.

### **3.1.13 NOTICE OF ACCEPTANCE OF APPLICATION**

The Secretary will notify all applicants whose applications have been accepted by the Board to be present for orientation and any subsequent examinations.

## **SECTION 2 – ORIGINAL APPOINTMENTS TO THE FIRE DEPARTMENT**

### **3.2.01 NOTICE OF FIRE EXAMINATIONS**

Examinations shall be held on the date(s) fixed by the Board and advertised in accordance with the requirements of 65 ILCS 5/10-2.1-6.3 (d). The Board shall call examinations to fill vacancies in the class of service in which vacancies are liable to occur. A call for such examination shall be entered in the Minutes of the Board and shall include a statement of:

- The time and place where such examination will be held;
- The location where applications may be obtained and the date by which applications must be returned to the Board; and
- The position to be filled from the resulting eligibility list.

### **3.2.02 TYPE OF EXAMINATIONS**

Applicants must attend the orientation program sponsored by the Board. In addition, applicants may be required to participate in a physical aptitude test, written and oral examinations as determined by the Board and as more particularly set forth below. No examination shall contain questions regarding applicant's political or religious opinions or affiliations.

### **3.2.03 PHYSICAL APTITUDE TESTING**

Candidates applying for the position of a Firefighter/Paramedic must provide proof of current Candidate Physical Ability Test (CPAT) certification prior to being placed on the final eligibility roster. In the event that any applicant who has been found eligible for appointment and whose name has been placed upon the final eligibility register provided for in this Section has not been appointed to a firefighter position within one year after the date of his or her physical ability examination, the commission may cause a second examination to be made of that applicant's physical ability prior to his or her appointment. If, after the second examination, the physical ability of the applicant shall be found to be less than the minimum standard fixed by the rules of the commission, the applicant shall not be appointed.

### **3.2.04 WRITTEN FIRE EXAMINATIONS**

Information as to the type of written examination employed by the Board will be provided as part of the orientation program. All examination papers shall be and remain the property of the Board and the grading thereof by the Board shall be final and conclusive and not subject to review by any other Board or tribunal of any kind or description. Candidates who fail to achieve a passing grade of 75% will be notified and eliminated from all further consideration.

### **3.2.05 INITIAL ELIGIBILITY REGISTER FOR FIREFIGHTER/PARAMEDIC**

The Commissioners will prepare an **Initial Eligibility Register** of the candidates who have attended the orientation, passed the written test, passed the oral examination and provided the requisite documentation.

Prior to administering an oral interview, the Board may choose to implement an Oral Interview with members of the Collinsville Fire Department Staff prior to Oral Interview with the Board of Fire and Police Commissioners. This interview shall be evaluated on a Recommend/Deny basis.

Candidates shall be placed on the initial eligibility list in the order of their relative excellence as determined by their total scores.

All scored examinations shall be based upon a scale of 1 to 100. Rank order shall be based upon the applicant's total cumulative scores. In the case of a tie score, the candidate with the highest written score will prevail.

The Board shall select a number of candidates (the number to be determined at the discretion of the Board and announced at orientation) from the top of the Initial Eligibility List who shall be required to submit to an oral interview to be administered by the Board.

The Board will prepare an Initial Eligibility Register which shall not include approved preference points. The rank order shall be based upon the candidates' total cumulative score. Where more than one candidate receives the same number of points, placement on the Final Eligibility Register shall be by highest written score.

### **3.2.06 ORAL FIREFIGHTER/PARAMEDIC EXAMINATIONS AND WRITING ASSESSMENTS**

In no event shall less than a majority of the Commissioners conduct the Oral Examination. Questions shall be asked of the candidate that will enable the Commissioners to properly evaluate and grade the candidate on speech, alertness, ability to communicate, judgment, emotional stability, self-confidence, social skill and general fitness for the position.

On completion of each Oral Examination the Commissioners will discuss the candidate's abilities using the traits listed above. Candidates who fail to successfully complete the Oral Examination with a minimum passing score of 75% will be notified and eliminated from all further consideration. Notwithstanding anything to the contrary herein, the Board, at its discretion may provide for the oral examination to be conducted by an outside testing agency or testing vendor.

### **3.2.07 PREFERENCE POINTS**

Candidates shall receive information regarding preference points with the application form. If eligible for preference points, candidates shall make a claim in writing using the process provided by the Board, with proof thereof within ten (10) working days after the date of the Initial Eligibility Register or such claim shall be deemed waived.

The preference claim form must be submitted to the Board's Staff Liaison or designee no later than 5 p.m. on the tenth (10th) calendar day after the Initial Eligibility Register is posted.

The Board will prepare an Initial Eligibility Register which shall include approved preference points. The Board shall assign preference points as follows:

#### ***Veteran's Preference (5 points)***

Applicants who actively served in the United States military for at least one (1) year and who were honorably discharged or are now on inactive or reserve duty shall be preferred for employment and shall receive not less than five (5) preference points. Proof of such service must include a copy of Military Form DD-214 (long form) as proof of active service, evidence of the honorable discharge and a candidate's sworn affidavit.

#### ***Fire Cadet Training (0 points)***

#### ***Education Preference (5 points)***

3 Points Awarded to candidates who have an Associate Degree in Fire Science or Emergency Medical Services from an accredited Community or Junior College  
5 Points Awarded to candidates who hold a Bachelor Degree in any field from an accredited College or University.

NOTE: A maximum of 5 education points may be awarded to a candidate.

#### ***Experience Points (5 points)***

Applicant who are currently employed by a municipality as paid-on-call or part-time for at least 24 consecutive months at time of application and concurrent with,

- a) Certified by the Illinois State Fire Marshal's Office as Basic Operations Firefighter (Firefighter II) shall be awarded 0.5 point for each consecutive 12-month period of successful service
- b) If also licensed by the State of Illinois or nationally licensed as a paramedic shall be awarded 1.0 point per each consecutive 12-month period (instead of the 0.5 points, not in addition to), shall be awarded a maximum of 5 points in any combination of a) and/or b).

Proof of such service must include a letter from the Office of Human Resources or Fire Chief.

-or-

Applicants who are currently employed as full-time firefighters or firefighter-paramedics by a fire protection district or another municipality for at least 24 consecutive months at time of application shall be awarded 5 experience points. Proof of such service must include a letter from the Office of Human Resources or Fire Chief.

- a) Applicants who are currently employed as full-time firefighters or firefighter-paramedics by a fire protection district or another municipality for at least 12 consecutive months at time of application but less than 24-months shall be awarded 2.5 experience points. Proof of such service must include a letter from the Office of Human Resources or Fire Chief

-or-

Applicants who are not eligible for either of the above experience points, who are certified by the State of Illinois or National Registry and who are currently employed as a full-time Paramedic shall receive 0.5 points per each consecutive 12-month period of employment to a maximum of 2.5 points.

***Additional Points (1 point)***

At time of application, applicants who are certified by the Illinois State Fire Marshal’s Office as Advanced Firefighter (Firefighter III) will be awarded 1.0 additional point.

NOTE: If more than one candidate receiving experience preference points is prevented from receiving all their points due to not being allowed to pass a veteran, the candidates shall be placed on the list below the veteran in rank order based on the totals received if all experience points were to be awarded.

**3.2.08 MINIMUM PASSING SCORES FOR FIREFIGHTER/PARAMEDIC EXAMINATIONS**

The following examinations may be conducted by the Board. The sequence of testing may vary at the discretion of the Board.

Failure to achieve the minimum passing grade in any examination disqualifies the applicant from any further participation.

Each weighted component of the examination process shall be based upon a scale of 1 to 100. The Board, at its discretion, may employ a testing vendor(s) to conduct any of the examinations administered pursuant to these rules.

Examinations	% of Total Grade	Minimum Passing
Orientation	-	N/A (Attendance Recommended)
Physical Aptitude Test	-	Evidence of successful Physical Aptitude Test prior to being placed on the final eligibility list
Oral Interview – Command		Staff Recommend or Deny
Written Test	50%	75%
Oral Test	50%	75%

After a CONDITIONAL OFFER OF EMPLOYMENT is made, candidates must pass the following examinations:

- Psychological Examination (Pass or Fail)
- Medical Examination (Pass or Fail)
- Polygraph Examination (Pass or Fail)
- Background Examination (Pass or Fail)

### **3.2.09 FINAL ELIGIBILITY REGISTER FOR FIREFIGHTER/PARAMEDIC**

The Board shall prepare a Final Eligibility Register. The candidates shall be placed upon the Final Eligibility Register, in rank order, highest first. If a candidate who is also a veteran receives the same number of points as another candidate(s), the veteran shall be placed above the other candidate(s).

Whenever an appointing authority authorizes action to hire a person to perform the duties of a Firefighter or to hire a Firefighter/Paramedic to fill a position that is a new position or vacancy due to resignation, discharge, promotion, death, the granting of a disability or retirement pension, or any other cause, the appointing authority shall appoint to that position the person with the highest ranking on the final eligibility list. If the appointing authority has reason to conclude that the highest ranked person fails to meet the minimum standards for the position or if the appointing authority believes an alternate candidate would better serve the needs of the department, then the appointing authority has the right to pass over the highest ranked person and appoint either:

- any person who has a ranking in the top five percent (5%) of the Final Eligibility Register or
- any person who is among the top five (5) highest ranked persons on the Final Eligibility Register if the number of people who have a ranking in the top five percent (5%) of the Final Eligibility Register is less than five (5) people.

A dated copy of the Final Eligibility Register shall be posted in the City of Collinsville and sent to each person whose name appears thereon to the U.S. Postal Service address or email address provided in the application.

### **3.2.10 CONDITIONAL OFFERS OF EMPLOYMENT**

Applicants shall be appointed from the final eligibility list in descending order. Appointment from the Final Eligibility Register is subject to satisfactorily passing or completing an in-depth psychological examination, a polygraph test, background investigation, and a thorough medical examination (which may include a test of the applicant's vision and hearing, a test for the presence of communicable diseases as well as a test to screen for the use of drugs and/or narcotics).

### **3.2.11 CHARACTER AND BACKGROUND INVESTIGATION**

The investigation shall include, but not be limited to, verification of the qualification credentials such as age, citizenship, and driving records. Such investigation shall examine the candidate's work record, criminal conviction history, educational experience, and other factors of background and life experience which shall be reasonably related to the requirements of the position. Candidates shall be required to be fingerprinted.

Verification shall be made of at least three (3) personal references and investigation of the candidate's integrity and character. The background investigation may include an oral interview of the candidate. Candidates shall be subject to a polygraph examination by a professionally trained and licensed polygraph examiner appointed by the Board. The results of the polygraph shall not be a single determinant of qualification for employment but shall be used as an adjunct to the character and background investigation. This portion of the hiring process will be graded on a pass/fail basis.

### **3.2.12 PROBATIONARY APPOINTMENT**

All original appointments to the Fire Department shall be for a probationary period of twelve (12) months. The probationary period of a newly appointed Firefighter/Paramedic will commence when the Firefighter/Paramedic first reports for work with the Fire Department.

A probationary employee is an employee-at-will.

A probationary period may be extended for those periods of time a probationary employee is unable or unavailable to perform his or her assigned duties due to required training or due to injury or illness (whether job-related or not) if such periods of absence exceed thirty (30) days. Probationary employees may be summarily dismissed by the Board and are not entitled to the protection afforded to other full-time Firefighters/Paramedics by statute or these rules.

### **3.2.13 PASSING AN APPOINTMENT**

Any candidate may pass on an appointment once without losing his or her position on the Final Eligibility Register. Any candidate who passes a second time may be removed from the list by the appointing authority provided that such action shall not prejudice a person's opportunities to participate in future examinations, including an examination held during the time a candidate is already on the municipality's Final Eligibility Register.

### **3.2.14 CERTIFICATION**

Final certification of probationary Firefighters/Paramedics shall be subject to successful completion of the Basic Operating Firefighter Training Course as prescribed by the Illinois Fire Protection Personnel Standards and Education Board. Inability to successfully complete these courses shall be grounds for dismissal.

## **SECTION 3 – PROMOTIONAL EXAMINATIONS FOR FIRE**

Promotions within the Fire Department shall be accomplished in accordance with the Fire Department Promotion Act and as further specified within Section 13.6 of the current Collective Bargaining Agreement between the City of Collinsville and Local 2625 of the International Association of Fire Fighters, AFL-CIO, and subject to any amendments thereto.

**SECTION 4 – ORDER OF RANK, CLASSIFICATION, AND OATH OF OFFICE**

**3.4.01 RANK**

The order of rank in the Fire Department shall be as provided by ordinance and municipal budget.

**3.4.02 CLASSIFICATION**

The Board classifies such offices in the Fire Department for the purpose of establishing and maintaining standards of examinations and promotions based upon job descriptions and Departmental regulations.

**3.4.03 OATH OF OFFICE**

Before entering duty, any person about to become a member of the Fire Department, shall take the following oath, before any person authorized to administer oaths in the State of Illinois:

***Oath***

“I, \_\_\_\_\_, having been hired to the position of \_\_\_\_\_ in the City of Collinsville, \_\_\_\_\_ County, and State of Illinois, aforesaid, DO SOLEMNLY SWEAR that I will support the Constitution of the United States of America and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of \_\_\_\_\_ to the best of my ability, so help me God.”

\_\_\_\_\_ (Signature)

Signed and Sworn To before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City Clerk



## **CHAPTER 4 – HEARING OF CHARGES, REMOVALS, SUSPENSIONS, AND DISCHARGES**

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### **SECTION 1 – HEARING OF CHARGES**

Hearings before the Board are not common law proceedings. The provisions of the "Code of Civil Procedure" do not apply to hearings before the Board.

"Counsel" as used herein means: One who has been admitted to the bar as an attorney-at-law in this State.

No rehearing, reconsideration, modification, vacation, or alteration of a decision of the Board shall be allowed.

"Cause" is some substantial shortcoming which renders continuance in employment in some way detrimental to the discipline and efficiency of the public service and something which the law and sound public opinion recognize as cause for the Officer or Firefighter/Paramedic no longer occupying his position. The right to determine what constitutes cause is in the Board. The complainant or appellant initiating any proceedings which call for a hearing before the Board shall have the burden of proof to establish by a preponderance of the evidence that cause for discipline exists or that a suspension, previously imposed by the Chief of a Department, is unwarranted. Should the question of a crime be involved, the rule of "reasonable doubt" shall not control

The phrase "preponderance of evidence" is defined as the greater weight of the evidence, that is to say, it rests with that evidence which, when fairly considered produces the stronger impression, and has a greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.

Probationary employees may be summarily dismissed by the Board and are not entitled to the protection afforded to other full-time officers or Firefighter/Paramedics by statute or these rules. All hearings shall be public, in accordance with the Open Meetings Act. At the time and place of hearing, both parties may be represented by counsel, if they so desire.

All proceedings before the Board during the conduct of the hearing shall be recorded by a court reporter to be employed by the Board. The records of all hearings will not be transcribed by the court reporter unless requested to do so by the Board or any party of interest. All witnesses shall be sworn prior to testifying and the matter will be decided by the Board solely on evidence presented at the hearings.

The Board will first hear the witnesses either substantiating the charges which have been made against the respondent or in support of an appeal brought by a suspended Firefighter/Paramedic or Police Officer. Thereafter the other party may present and examine those witnesses whom he desires the Board to hear

All parties shall have the right to cross-examine witnesses presented by the opposite party.

## **SECTION 2 – HEARING PROCEDURE**

**Complaints:** In all cases, written complaints shall be filed in quintuple, setting forth a plain and concise statement of the facts upon which the complaint is based.

**Probable Cause:** The Board shall have the right to determine whether there is or is not probable cause for hearing a complaint and may conduct such informal hearings as may be necessary for such purpose.

**Notification of Hearing:** Upon the filing of a complaint in quintuple with the Secretary of the Board, and the determination by the Board of probable cause for entertaining said complaint, the Secretary of the Board shall notify both the complainant and the respondent, either by registered or certified mail, return receipt requested, or personally, of the time and place of the hearing of the charges contained in the Complaint. The respondent shall also be served with a copy of the Complaint, and if an Order of Suspension Pending a Hearing is entered by the Board, the respondent, the complainant, the Chief of the Department, the treasurer, comptroller, manager, or other finance officer of the municipality shall be notified of the entry of such Order of Suspension Pending a Hearing, and be served either personally or by registered or certified mail, return receipt requested, with a copy of such Order.

**Continuances:** The matter of granting or refusing to grant a continuance of a hearing is within the discretion of the Board.

**Stipulations:** Parties may, on their own behalf, or by Counsel, stipulate and agree in writing, or on the record, as to evidenced guilt. The facts so stipulated shall be considered as evidence in the proceeding. In the event a respondent has been suspended pending a hearing and desires a continuance, it shall also be stipulated and agreed that in the event said respondent is to be retained in his position as a result of a decision of the Board following a hearing of the cause, then no compensation shall be paid to said respondent during the period of said continuance.

**Sufficiency of Charges-Objections To:** Motions or objections to the sufficiency of written charges must be filed or made prior to or at the hearing before the Board.

## **SECTION 3 – SUBPOENAS**

Any party to an administrative hearing may, at any time before the hearing, make application to the Board by filing with it a written request for subpoenas for any individual to appear for a hearing or have them produce books, papers, records, accounts and other documents as may be deemed by the Board to be relevant to the hearing. On the filing of such application, subpoenas will be issued for the named persons. Subpoenas may be served by any person 21 years of age or older designated by the party requesting the subpoenas. Application for subpoenas should contain the names and addresses of the individuals to be subpoenaed, and the identity of any documents which they are to produce. Subpoenas will not be issued for anyone residing outside of the State of Illinois.

Any request for continuance by reason of inability to serve subpoenas shall be filed in the office of the Board at least three (3) days before the date set for such hearing, provided, however, that the Board in its discretion may waive this rule.

## **SECTION 4 – SERVICE**

All papers required by these rules and regulations to be served shall be delivered personally to the party designated or mailed, by United States mail in an envelope properly addressed with postage prepaid, to the designated party at his last known residence as reflected by the complaint filed with the Board, except as herein otherwise provided. Proof of service of any paper may be made by the certification of any person so mailing the paper or delivering the same to the designated party personally, or by filing a return receipt showing that a paper was mailed, by either registered or certified mail, return receipt requested, to a party's address where it was received by a named party.

## **SECTION 5 – FILING**

All papers may be filed with the Board by mailing them or delivering them personally to the Secretary of the Board at the City of Collinsville, Illinois. For the purpose of these rules and regulations, the filing date of any paper shall be the date it was received in the Board's Office, in the event the paper is delivered personally or by messenger. In the event a paper is forwarded by mail, then the filing date shall be the date which is postmarked on the envelope of such paper.

## **SECTION 6 – FORMS OF PAPER**

All papers filed in any proceeding shall be typewritten or printed and shall be on one side of the paper only.

If typewritten, the lines shall be double spaced, except that long quotations may be single spaced and indented.

All papers shall be not larger than 8½" by 11" with inside margins of not less than one inch. The original of all papers filed shall be signed in ink by the party filing the paper or by an officer, agent, or attorney thereof and copies thereof provided the opposing party or his counsel. If papers are filed by an attorney, his name and address shall appear thereon.

## **SECTION 7 – COMPUTATION OF TIME**

The time within which any act under these rules is to be done shall be computed by excluding the first day and including the last, unless the last day is Sunday or is a holiday as defined or fixed in any statute now or hereafter in force in the State, and then it shall also be excluded. If the day succeeding such Sunday or holiday is also a holiday or a Sunday then such succeeding day shall also be excluded.

## **SECTION 8 – SUSPENSION**

The Board may suspend any member of the Fire or Police Department, against whom charges have been filed, pending a hearing of the charges by the Board, but not to exceed thirty (30) days, without pay, at any one time. Upon entry of an order of suspension pending a hearing, a notice of same shall be provided to the Complainant, Respondent and the Director of Finance for the City of Collinsville.

The Chief of the Police or Fire Department shall have the right to suspend any officer or Firefighter/Paramedic under his command for a period not to exceed five (5) days, providing no charges on the same offense have been filed and are pending before the Board, and he shall

notify the Board in writing within 24 hours of the time of such suspension. Any Firefighter/Paramedic or Police Officer so suspended may appeal to the Board for a review of the suspension within five (5) days after receiving notice of such suspension by filing notice of such appeal in writing with the Secretary of the Board of Fire and Police Commissioners. A hearing shall be had upon such appeal, and due notice given to the Chief of the Department who suspended such Firefighter/Paramedic or Police Officer, and to the employee so suspended. The burden of establishing that a suspension is unwarranted shall be upon the individual bringing the appeal.

Upon such appeal, the Board may sustain the action of the Chief of the Department, may reverse it with instructions that the employee so suspended receive his pay for the period involved, may suspend the employee for a period of not more than thirty (30) days, or discharge him, depending on the evidence presented.

### **SECTION 9 – DISCHARGE OR SUSPENSION AFTER HEARING**

Discharge from office, or suspension from service in the Police or Fire Department shall be in compliance with the Fire and Police Commissioners Act of the State of Illinois, being Division 2, Sections 5/10-2.1-1 through 5/10-2.1-30, inclusive, of Chapter 65 of the Illinois Compiled Statutes.

The Board shall, within a reasonable time after the hearing is completed, enter its findings on the records of the Board.

### **SECTION 10 – DATE OF HEARING**

The time for the hearing of charges shall be set by the Board, within thirty (30) days of the time of the filing of such charges. Continuances may be granted from time to time upon motion of any party to the proceeding by order of the Board. This time limitation is not applicable to hearings conducted to review suspensions of five (5) days or less imposed by a Chief of a Department on one of its members.

### **SECTION 11 – FINDINGS AND DECISION**

In case any member of the Fire or Police Department shall be found guilty of the charges filed against him after a hearing by the Board, he may be removed, discharged, demoted or suspended for a period not exceeding thirty (30) days, without pay. Upon an appeal, the Board may sustain the action of the Chief, may reverse it, in whole or in part, or may suspend the employee for an additional period of not more than thirty (30) days, demote or discharge him depending on the facts presented.

The findings and decision of the Board, following a hearing of charges, shall be preserved by the Secretary, and notice of said finding and decision sent to the officer or Firefighter/Paramedic involved and the Department head for enforcement. If the finding or decision is that an officer or employee is guilty of charges investigated, and removal, demotion, or discharge is ordered, such order of removal, demotion, or discharge shall become effective forthwith.

## **SECTION 12 – RULES | CONFLICT**

The personnel of the Police and Fire Departments shall be governed by the rules as adopted by the Board and the regulations of the Fire and Police Departments as adopted by ordinance. In case of conflict, the rules of the Board shall govern.

## **SECTION 13 – VIOLATION OF RULES**

All members of the Police and Fire Departments shall be subject to the regulations of such Department, and the rules of the Board, and a violation of such rules or regulations may be cause for filing of charges before the Board, a subsequent hearing and action by the Board on such charges.

## **SECTION 14 – VIOLATION OF LAW**

Any violation of the laws of the municipality or state or federal law, by any member of the Police or Fire Department of such municipality may be cause for the filing of charges against said Firefighter/Paramedic or officer, except as herein otherwise provided.

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# **CHAPTER 5 – GENERAL**

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## **SECTION 1**

The Board shall have such other Powers and duties as are given it by the Statutes of the State of Illinois or by ordinance.

## **SECTION 2**

Any Chapters, Sections and/or Subsections of the foregoing rules for the operation of the Board that are in conflict with the State Statute or with any amendments thereto that may hereafter be enacted are null and void. This, however, does not invalidate any other Chapters, Sections and/or Subsections of said rules.

## **SECTION 3**

Amendments to the rules of the Board may be made at any meeting of the Board. A notice shall be published, in a newspaper of general circulation in the municipality, specifying where such rules are available for inspection. The notice shall specify the date, not less than ten (10) days subsequent to the date of such publication when said rules shall become effective.

## **SECTION 4 – LEAVE OF ABSENCE**

Leaves of Absence shall be granted by reason of military service or duty-related disability as specified in Illinois Compiled Statutes, Chapter 65, Section 5/10-2.1-23. If a Leave of Absence is granted by the Board during a probationary period, such probationary period shall be extended until the probationary employee returns from his leave of absence.

## **SECTION 5 – POLITICAL CONTRIBUTIONS**

No person in the Police or Fire Departments of the City of Collinsville, Illinois, shall be under any obligation to contribute any funds to render any political service, and no such person shall do so or be removed or otherwise prejudiced for refusing to do so. No person in the Fire or Police Departments of the City of Collinsville, Illinois, shall discharge or promote or reduce, or in any manner change the official rank or compensation of any other person in such service, or

promise or threaten so to do, for withholding or refusing to make any contribution of money or service or any other valuable thing for any political purpose, or in any other manner, directly or indirectly, use his official authority or influence to compel or induce any other person to pay or render any political assessment, subscription, contribution or service.