

RULES AND REGULATIONS
OF THE
VILLAGE OF CAMPTON HILLS
BOARD OF FIRE AND POLICE COMMISSIONERS

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CHAPTER I – ADMINISTRATION

SECTION I – SOURCE OF AUTHORITY

The Board of Fire and Police Commissioners of the Village of Campton Hills, 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 (the Act).

SECTION 2 – DEFINITIONS

- a) The word “Commission” and/or “Board” wherever used shall mean the Board of Fire and Police Commissioners of the Village of Campton Hills, Illinois.
- b) The word “Officer” shall mean any person holding the position of full-time police officer in the Police Department of the Village of Campton Hills, Illinois.
- c) The words “part-time officer” shall mean any person holding the position of part-time police officer in the Police Department of Campton Hills, Illinois.
- d) The masculine noun or pronoun includes the feminine. The singular includes the plural and the plural the singular.

SECTION 3 – OFFICERS OF BOARD AND THEIR DUTIES

The Village President, with the advice and consent of the Board of Trustees, shall appoint the members of the Board as per Ordinance O-07-06. Members shall hold office until the end of their term and until their successors are duly appointed and qualified. The Chairman and Secretary shall be elected by the Board at the first meeting after May 1st of each year. The Secretary shall keep the Minutes of all meetings of the Board in a permanent file maintained at the Village offices and shall be the custodian of all the forms, papers, books, records and completed examinations of the Board, and shall perform all other duties which the Board prescribes.

SECTION 4 – MEETINGS

- a) Regular meetings shall be held quarterly, notice shall be posted, and meetings shall be open to the public.
- b) Special meetings may be held in accordance with the provisions of the Open Meetings Act and called by the Chairman or any two members thereof. A notice of the meeting shall be posted at least forty-eight (48) hours prior to convening. This notice shall contain a brief statement or agenda of the business to be submitted for the consideration of the Board at such special meetings, and shall set forth the time and place of such special meetings, and no other business shall be considered at such special meeting unless by unanimous consent of the Board.
- c) During any regular or special meeting, a closed session may be held upon a proper motion made by any single member of the Board for the purpose of discussing personnel or for any other purpose authorized by the Open Meetings

Act (5 ILCS 120/1 *et seq.*). Closed sessions may be limited to Board members and such invited persons as the Board may deem necessary. The Secretary will record the motion to close the meeting, record the roll call vote of the members on said motion, and keep minutes of the closed session.

- d) Any regularly scheduled or special meeting shall be held in accordance with the Open Meetings Act, 5 ILCS 120/1 *et seq.*

SECTION 5 – QUORUM

A majority of the members of the Board shall constitute a quorum for the conduct of all business.

SECTION 6 – ORDER OF BUSINESS

The order of business of any meeting shall be:

- a) Approval of the Minutes
- b) Public Comments
- c) Communications
- d) Unfinished Business
- e) New Business
- f) Adjournment

SECTION 7 – PROCEDURE

The parliamentary procedure prescribed in “Robert’s Rules of Order” shall be followed as far as applicable.

SECTION 8 – AMENDMENTS

Amendments to the rules of the Board may be made at any meeting of the Board. Amendments shall forthwith be printed for distribution and notice shall be given of the place or places where a copy of said rules may be obtained. Such notice shall be published in a newspaper of general circulation in the Village. The notice shall specify the date not less than ten (10) days subsequent to the date of such publication, when the amended rules shall go into effect.

SECTION 9 – ANNUAL REPORT AND BUDGET REQUEST

The Board shall submit an annual report of its activities as required by 65 ILCS 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 65 ILCS 5/10-2.1-19.

CHAPTER II – APPLICATIONS FOR FULL-TIME POLICE OFFICERS

SECTION 1 – RESIDENCY

All applicants must be citizens of the United States and must reside within a 25-mile radius of the Campton Hills Village Hall.

SECTION 2 – APPLICATION PACKETS

Applications for the positions of full-time police officers shall be filed upon forms furnished by the Board, and applicants must comply with the requirements of said forms in every respect. The application must be filed with the Board prior to an applicant taking an examination. The applicant shall furnish with his/her application, as applicable, a copy of his/her military service record and discharge papers, birth certificate, high school diploma or G.E.D. certificate, and a copy of his/her college or university transcript,.

A false statement or omission 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.

SECTION 3 – MINIMUM REQUIREMENTS

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

SECTION 4 – DISQUALIFICATION

The Board may refuse to examine an applicant or, after examination, to certify him/her as eligible:

- a) Who is found lacking in any of the established preliminary requirements for the service for which he/she applies.
- b) Who is physically unable to perform the duties of the position to which he/she seeks appointment.
- c) Who has been convicted of a felony or any misdemeanor involving moral turpitude, as specified in §10-2.1-6 of the Board of Fire and Police Commissioners Act.
- d) Who has been dismissed from any public service for good cause.
- e) Who has or attempted to practice any deception or fraud in his/her application.
- f) Who may be found disqualified in personal qualifications or health.
- g) Whose character and employment references are unsatisfactory.
- h) Who is, or has been, classified by his/her local Selective Service Draft Board as a conscientious objector.

- i) Who has been convicted of any other criminal offense that disqualifies him/her from being a police officer.

Any applicant, deemed disqualified hereunder, shall be notified in writing by the Board.

SECTION 5 – PHYSICAL AND MEDICAL EXAMINATIONS

Applicants for original appointment shall be required to submit to a physical and medical examination by a licensed physician appointed by the Board of Fire and Police Commissioners of the Village of Campton Hills.

SECTION 6 – PHYSICAL REQUIREMENTS

Applicants for original appointment must meet valid standards of health and physical agility as set by the State of Illinois. All applicants that are required to take a physical agility test shall execute and deliver to the Board a release of all liability as the result of taking such test in favor of the Village of Campton Hills on a form to be prescribed by the Board.

SECTION 7 – EDUCATIONAL REQUIREMENT

A high school diploma or equivalent from an accredited school shall be required for all original appointments.

SECTION 8 – AGE REQUIREMENTS

All applicants shall be at least 21 and not more than 35 years of age, unless otherwise eligible by provisions set forth elsewhere in these rules and regulations. Applicants who are 20 years of age and who have successfully completed 2 years of law enforcement studies at an accredited college or university at the time of application may be considered for appointment to the police department subject to the conditions set forth in Section 10-2.1-6 (e) of the Board of Fire and Police Commissioners Act. The 35 years-of-age limitation does not apply to any person previously employed as a police officer in a regularly constituted police department in any municipality, or as a deputy sheriff under the Illinois County Code, or as a sworn member of the Illinois Department of State Police, or served as an auxiliary police officer for a municipality for at least five years and is under 40 years of age, as provided in Section 10-2.1-6 of the Board of Fire and Police Commissioners Act.

SECTION 9 – NOTICE OF ACCEPTANCE

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

CHAPTER III – EXAMINATIONS, ORIGINAL APPOINTMENTS

SECTION 1 – INITIAL APPOINTMENTS

The Board of Fire and Police Commissioners shall appoint all officers and sworn members of the police department of the Village, as provided by statute, except that the Chief of Police shall be appointed by the Village President.

SECTION 2 – NOTICE OF EXAMINATIONS

- a) Examinations shall be held on the dates set by the Board and advertised in a local newspaper in accordance with the Statutes of the State of Illinois. Examinations may be postponed, however, by order of the Board, which order shall state the reason for such postponement and shall designate a new date for said examination if required. Applicants shall be notified of the postponement of any examination and of the new date fixed for said examinations.
- b) 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:
 - 1) The time and place where such examination will be held.
 - 2) Instructions on where application forms can be obtained.
 - 3) The period of acceptance of applications, which will be for at least a two-week period. Applications not received by the due date and time shall be disqualified.
 - 4) The position to be filled from the resulting eligibility list.

SECTION 3 – TYPE OF EXAMINATIONS

Applicants must attend the orientation program sponsored by the Board. In addition, applicants shall be required to participate in a physical agility test, written and oral examinations as determined by the Board and as more particularly set for in Section 4 below. No examination shall contain questions regarding an applicant's political or religious opinions or affiliations.

SECTION 4 – APPLICANT SCREENING PROCESS – FULL TIME OFFICERS

The following examinations shall be used by the Board to select applicants for full-time police officers. 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.

<u>Examinations</u>	<u>% of Total Grade</u>	<u>Minimum Passing</u>
1. Application	-	Required
2. Orientation	-	Attendance Mandatory
3. Physical Agility Test	-	Pass or Fail
4. Written Test	50%	*
5. Oral Interview	50%	*
6. Psychological Examination	-	Pass or Fail
7. Polygraph Test	-	Pass or Fail
8. Background Investigation	-	Pass or Fail
9. Medical Examination/Drug Test	-	Pass or Fail

* 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.

Note: To any person who is entitled to military, educational or law enforcement preference points whose name appears on the register of eligibles, the Board shall add five (5) points (Sections 10-2.1-8 and 10-2.1-9 of the Act) upon request of applicant and submission of a copy of a DD-214 form and/or transcript of degree awarded.

SECTION 5 – ORIGINAL APPOINTMENT – ORIENTATION

Applicants must attend an orientation program sponsored by the Board.

SECTION 6 – ORIGINAL APPOINTMENT – PHYSICAL AGILITY TEST

All applicants shall be required to submit themselves to a physical agility test. Only candidates who have passed the physical agility test will be permitted to participate in the written test. However the Board may, at its discretion, waive the physical agility test requirement for an applicant possessing a current law enforcement certification from the Illinois Law Enforcement Training and Standards Board who has worked as a police officer within the last three years.

SECTION 7 – ORIGINAL APPOINTMENT – WRITTEN 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 not subject to review by any other board or tribunal of any kind or description. Applicants who fail to achieve a passing grade will be notified and eliminated from all further consideration.

SECTION 8 – ORIGINAL APPOINTMENT – ORAL INTERVIEW

- a) A quorum of Commissioners shall participate in the Oral Interview. Questions shall be asked of each applicant that will enable the Commissioners to properly evaluate and grade the applicant on speech, alertness, ability to communicate,

judgment, emotional stability, self-confidence, social skill and general fitness for the position. On completion of each Oral Interview the Commissioners will discuss the applicant's abilities using the traits listed above.

- b) Applicants who fail to receive a passing grade in the Oral Interview will be notified in writing and eliminated from all further consideration.
- c) The Board, at its discretion, may choose to engage Village residents and/or policing professionals from agencies other than the Campton Hills police department to serve as members of the Oral Interview Board, in lieu of Board member participation. When the Board chooses this course of action, the Board will review the findings of the Oral Interview and make the final determination of the suitability of the applicant for employment.

SECTION 9 – INITIAL ELIGIBILITY REGISTER

- a) The Commissioners will prepare an "Initial Eligibility Register" of the applicants successfully completing the Orientation, Written Test, Physical Agility Test, and Oral Interview.
- b) The applicants will be listed in order of excellence based on their final score. This register is subject to change with the addition of any claimed preference points as prescribed in 10-2.1-8 and 10-2.1-9(a) and (b) of the Act, and in Chapter III Section 4 of these rules.
- c) Applicants who are eligible for veteran, educational, law enforcement certification or police officer preference points shall be required to make a claim in writing with proof thereof within ten days of the posting or publication of the initial eligibility register.

SECTION 10 – FINAL ELIGIBILITY REGISTER

- a) The Commissioners will prepare a "Final Eligibility Register" of candidates for employment as full-time sworn police officers.
- b) Each candidate's position on the register will be determined by the results of both the written examination and the oral interview, and shall include claimed preference points.
- c) In the event of a tie score, the placement of the tied candidates' names on the eligibility register shall be determined by lottery, in the presence of a quorum of the Board in whatever manner the Board deems appropriate.
- d) A dated copy of the Final Eligibility Register shall be posted at Village Hall and/or on the Village web site. This posting shall include the date of expiration of the register two (2) years hence.

SECTION 11 – CONDITIONAL OFFER OF EMPLOYMENT

- a) Vacancies in the Police Department shall be filled from the eligibility register by making a conditional offer of employment to the candidates on the list in the order of their relative excellence; however, the Board may, at its discretion,

- b) Appointment from this Final Eligibility Register is conditioned upon satisfactorily passing an in-depth psychological examination, a polygraph test, background investigation, and a thorough medical examination (which may include a test of the candidate's vision, hearing, for the presence of communicable diseases as well as a test to screen for the use of drugs and/or narcotics).
- c) Unless otherwise exempt, a candidate for full-time police officer must be under thirty-five (35) years of age at such time as a conditional offer of appointment is made to him.

SECTION 12 – PROFESSIONAL EXAMINATIONS AND TESTS

- a) Each candidate for original appointment shall submit to a psychological examination by such psychologist or psychiatrist as the Board may, in writing, designate. Such examination shall be without expense to the applicant. Failure of the candidate to take or successfully complete such test shall eliminate him/her from further consideration.
- b) Any candidate for original appointment to the Police Department of the Village of Campton Hills, Illinois may be required to submit to a Polygraph Device Deceptive Test, commonly known as a Lie Detector Test, at such time and place as the Board may, in writing, designate. Such test shall be given without expense to the candidate. Failure of the applicant to take or successfully complete such test shall disqualify him/her to enter upon the duties of the office for which the application for examination was filed.
- c) Medical examinations, including a drug screen, shall be performed by a licensed physician as designated by the Board of Fire and Police Commissioners.

SECTION 13 – APPOINTMENT

- a) The Board shall make appointments of candidates having the highest ratings as established on the final eligibility register, and who have been otherwise found qualified after the background investigation, psychological examination, polygraph, and medical examination.
- b) Any person whose name appears on the Final Eligibility Register may decline appointment once without losing his place on the Register. A candidate may only decline appointment once; a second declination of appointment will result in the candidate's name being removed from the Final Eligibility Register.

SECTION 14 – PROBATIONARY APPOINTMENT

- a) All original appointments to full-time police officer positions in the Police Department shall be for a probationary period of twelve (12) months. The probationary period of a new Police Officer shall commence upon graduation

- b) Probationary police officers may be summarily dismissed by the Board, and are not entitled to the protection afforded to other full-time police officers by statute or these rules.
- c) Within 30 days but no later than 15 days prior to the end of each officer's probationary period, the Chief of Police shall provide a report to the Board with a recommendation that: the officer be released from probationary status; the officer's probationary period be extended; or the officer be discharged. The report shall include documentation in support of the Chief's recommendation.
- d) The Board shall review the documents and recommendation presented by the Chief and make the final determination on the status of the probationary officer prior to the end of the probationary period.

CHAPTER IV – PART-TIME OFFICERS

SECTION 1 – HIRING AUTHORITY

The Chief of police is authorized to hire part-time police officers as needed, consistent with the staffing levels authorized by the Village Board. Nevertheless, the Board reserves the right to review the hiring decisions of the Chief. Part-time employees are at-will employees and can be dismissed at any time.

SECTION 2 – REQUIREMENTS

The Chief shall only hire those applicants who meet the requirements set forth in Chapter II, Section 1–5, 7, & 8 of these rules.

SECTION 3 – NOTICE TO BOARD

At least one week prior to hiring a part-time officer, the Chief will provide each member of the Board of Fire and Police Commissioners a copy of the part-time applicant's application and back ground investigation. If a member of the Board believes that a discussion of the part-time applicant is necessary, he will inform the Chief of Police and the Chairman of the Board, who may call a special meeting of the Board to discuss the hiring of the applicant.

SECTION 4 – DISMISSAL

Part-time police officers may be summarily dismissed by the Chief of Police.

CHAPTER V - HEARING OF CHARGES, REMOVALS, SUSPENSIONS AND DISCHARGES

SECTION 1 - HEARING OF CHARGES

- a. 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. The Board may determine any special rules for conducting the hearing.
- b. "Counsel" as used herein means: One who has been admitted to the Bar as an attorney-at-law in this State.
- c. Any rehearing, reconsideration, modification, vacation, or alteration of a decision of the Board will be allowed only in the discretion of the Board. The Board shall have the right, in its reasonable discretion, to determine what constitutes cause.
- d. "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 no longer occupying his position. The right to determine what constitutes cause is in the sole discretion of the Board.
- e. The complainant initiating any proceedings which call for a hearing before the Board shall have the burden of proof to establish that cause for discipline does exist by a "preponderance of evidence". If the proceedings are not initiated by a representative of the Village of Campton Hills but rather are initiated upon the appeal of an employee from a suspension or other discipline, the appellant shall show by a "preponderance of evidence" that the discipline imposed by the Chief or his designee is unwarranted. Should the question of a crime be involved, the rule of "reasonable doubt" shall not control.
- f. The phrase "preponderance of evidence" is defined as the greater weight of 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.
- g. All hearings shall be held in accordance with the provisions of the Open Meetings Act.
- h. At the time and place of hearing, all parties may be represented by Counsel at their expense, if they so desire.
- i. All proceedings before the Board during the conduct of the hearing shall be recorded by a court reporter engaged by the Board.

- j. The records of all hearings will not be transcribed by the reporter unless requested to do so by the Board or any party of interest. The requesting party will pay for the cost of the transcription.
- k. All witnesses shall be sworn prior to testifying and the matter will be decided by the Board solely on evidence presented at the hearings.
- l. 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 or disciplined Officer. Thereafter, the other 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.
- m. The Board shall conduct a fair and impartial hearing of the charges.

SECTION 2 - HEARING PROCEDURE

- a. Complaints and Appeals: In all cases the written complaint or appeal shall be filed in quintuplicate, setting forth a plain and concise statement of the facts upon which the complaint or appeal is based.
- b. Notification of Hearing: Upon the filing of a complaint or appeal in quintuplicate with the Secretary of the Board, the Secretary of the Board shall notify or cause to be notified both the complainant (or appellant) and 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 or appeal. The respondent shall also be served with a copy of the complaint or appeal, and if an Order of Suspension Pending Hearing is entered by the Board, the respondent, the complainant, the Chief of the Department and Manager of the municipality shall be notified of the entry of such Order of Suspension Pending Hearing, and be served either personally or by registered or certified mail, return receipt requested, with a copy of such Order.
- c. Continuances: The matter of granting or refusing to grant a continuance of a hearing is within the discretion of the Board.
- d. Stipulations: Parties may, on their own behalf, or by Counsel, stipulate and agree in writing, or on the record, to any matter. The facts so stipulated shall be considered as evidence in the proceeding.

In the event an officer who has been suspended pending hearing desires a continuance, it shall also be stipulated and agreed that in the event said officer is to be retained in his position as the result of a decision of the Board following a hearing of the cause, then no compensation shall be paid to said officer during the period of said continuance.

- e. 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

- a. Any party 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 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 of the age of twenty-one (21) years and upwards 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.

- b. 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 or appeal 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, 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 to the Secretary of the Board at the Village of Campton Hills, 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.

SECTION 6 - FORMS OF PAPER

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

- b. If typewritten, the lines shall be double spaced, except that long quotations may be single spaced and indented.
- c. All papers shall be not larger than 8 and ½ inches wide by 11 inches long and shall have inside margins of not less than one inch.
- d. 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.
- e. 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

- a. The Board may suspend any member of the Police Department against whom charges have been preferred, pending a hearing of the charges by the Board, but not to exceed thirty (30) days, without pay, at any one time on any individual charge,
- b. The Chief of Police shall have the right to suspend any officer 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 twenty-four (24) hours of the time the officer is notified of such suspension. Any so suspended officer may appeal to the Board for a review of the suspension within five (5) calendar days after 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 Police who suspended such officer, and to the officer so suspended. The burden of establishing that a suspension is unwarranted shall be upon the Officer.
- c. Upon such appeal, the Board may sustain the action of the Department, may reverse it with instructions that the Officer so suspended receive his pay for the period involved, may suspend the Officer for a period of not more than thirty (30) days, or discharge him, depending on the evidence presented.

SECTION 9 – DEMOTIONS

- a. The Board may demote any member of the Police Department to the next lower rank for cause.

- b. Any such demotion shall take place only after a hearing before the Board on a written complaint for demotion filed by the Chief of Police.
- c. The hearing conducted by the Board on the complaint for demotion shall be conducted in accordance with the provisions of this Chapter.

SECTION 10 - DISCHARGE OR SUSPENSION AFTER HEARING

Discharge from office or suspension from service in the Police Department shall be in accordance with 65 ILCS 5/10-2.1-1 et sequitur.

SECTION 11 - DATE OF HEARING

The time for the hearing of charge 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.

SECTION 12 - FINDING AND ORDER

In case any member of the Police Department shall be found guilty of the charges preferred against him after a hearing by the Board, he may be removed, discharged or suspended for a period not exceeding thirty (30) days, without pay. Upon an appeal, the Board may take the action set forth in Section 8(c) above.

SECTION 13 - VIOLATION OF RULES

All members of the Police Department shall be subject to the Rules and Regulations of this Board and of the Department, and any rules and regulations of the Village as well as all other laws and ordinances. A violation of such Rules and Regulations shall be cause for the filing of charges before the Board, a subsequent hearing and action by the Board on such charges.

SECTION 14 - FINDING AND DECISION

The finding and decision of the Board, following a hearing of charges and/or appeals, shall be preserved by the Secretary, and notice of said finding and decision sent to the Officer involved and the Chief of Police for enforcement. If the finding or decision is that an Officer is guilty of charges and removal and discharge is ordered, such order of removal or discharge shall become effective forthwith. The finding upon an appeal shall also be effective forthwith unless otherwise directed.

CHAPTER VI - PROMOTIONS

SECTION 1 - ELIGIBILITY

The Board of Fire and Police Commissioners, by its rules, shall provide for promotion in the police department on the basis of ascertained merit, seniority in service and examinations, and shall provide whenever it is practical, that vacancies be filled by promotion. All examinations for promotion shall be competitive. All certified officers of the police department appearing on the record of certified employees of the department who meet the necessary training and experience requirements, as specified in the police commission rules and regulations, shall be eligible to take the promotional examination for a vacancy in the police department.

Only certified officers with at least 2 years of active law enforcement experience, one of which must have been with the Campton Hills Police Department, as of the date the written examination is to be administered, are eligible to apply. No officer who has been disciplined by an action of the police commission within the past three years shall be eligible to apply.

SECTION 2 – PROMOTIONAL PROCESS EXAMINATIONS

Written Examination: The first portion of the promotional examination shall be the written examination provided by the Board. The results of this examination shall comprise fifty (50) percent of the applicant's total score for the promotional examination. The Board shall set a minimum passing score for the written exam. Those applicants not attaining the minimum passing score shall not proceed further in the promotional process.

Evaluation: Subsequent to the written examination, those applicants still eligible shall be evaluated by the police chief, and the chief's written evaluation of each candidate shall provide fifteen (15) percent of the candidate's total promotional score.

Interview: Those applicants attaining the minimum score on the written examination shall then be interviewed by the board. The results of the oral interview shall constitute thirty-five (35) percent of the applicant's promotional examination score.

Seniority: Seniority points shall be awarded to each candidate on the basis of 1/2 point, not to exceed a total of 5 points, for each full year of service as a police officer on the police department. A candidate's seniority shall be calculated on the date the written examination is administered.

SECTION 3 – ELIGIBILITY LIST

All persons who have successfully completed the promotional examinations with a score of seventy (70) percent or better shall be certified to the promotional list by the

Board in the order of their scores. An eligibility list for promotion shall be in effect for a period of twenty-four (24) months.

Military Credit. Military credit will be applied as prescribed by statute.

SECTION 4 - SELECTION

At the time that a promotion is required in the police department, the top three (3) individuals on the "certified promotion list" shall be eligible to be considered for the promotion. The decision as to the person to be promoted to the open position shall be determined in the following manner: Each of the top three (3) individuals for the promotional position shall be evaluated by the Board. Upon completion of all three (3) evaluations with the eligible candidates, the Board shall make a determination as to the candidate to receive the promotion. The decision as to which candidate shall be promoted shall be determined by a vote of the Board.

SECTION 5 – PROBATIONARY PERIOD

Persons promoted shall serve a probationary term of 12 months. During the probationary term, the Board, at its discretion, may terminate the candidate's probationary status and the candidate shall revert to his or her former rank.