

**VILLAGE OF CAMPTON HILLS  
FIRE AND POLICE COMMISSION**

**MINUTES OF MEETING  
September 22, 2007**

**Call to order**

Chairman Nowicki called the meeting to order at 10:06.

**Roll call**

Present: Commissioners Dennis Nowicki, Emad Eassa, Christian Boissonnas. Also in attendance: Police Chief Greg Anderson.

**Approval of Minutes**

Eassa moved approval of the minutes of the September 5, 2007, meeting. Nowicki seconded. The motion passed.

**Communications**

Anderson reported that the Commission received 43 application packets for police officer positions.

**Old business:** None

**New business**

- **Hiring Rules**

Anderson reported that Campton Hills needs to appoint 3 full-time officers by Oct. 12 in order to be able to have them working by November 1<sup>st</sup>. An additional 6 part-time officers need to be appointed soon thereafter.

The commissioners decided to develop hiring rules for the selection and hiring of new officers. Nowicki suggested that there be separate processes for full-time and part-time officers. The other commissioners agreed.

The Commission drafted hiring rules which will be placed on the agenda of the next meeting for approval. The draft is attached to these minutes.

The Commission asked Anderson to use the draft of the hiring rules to pre-screen applications for full-time police officers for the Commission. He will identify between 6 and 9 candidates who appear to best meet the hiring criteria.

The commissioners agreed on a tentative schedule for the hiring of new officers. Following approval of the hiring rules in an open meeting on October 6, 2007, the Commission will interview and rank the candidates in a closed meeting. The closed meeting will be followed by an open meeting to approve the eligibility list for 3 full-time officers. At its first meeting on October 6<sup>th</sup> the Commission will also decide on the interview schedule for part-time officers.

- **Rules and Regulations of the Village of Campton Hills Board of Fire and Police Commissioners**

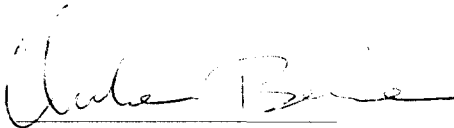
The Commission began working on a document specifying the *Rules and Regulations of the Village of Campton Hills Board of Fire and Police Commissioners*. A draft prepared by Chief Anderson is attached. The Commission will complete its work on this document at a future meeting.

**Next meeting:** Saturday Oct. 6<sup>th</sup> at 09:00, location to be determined.

**Adjournment**

Boissonnas moved and Eassa seconded to adjourn the meeting at 14:00. The motion passed on a voice vote.

Respectfully submitted



Christian M. Boissonnas  
Secretary

Date: 10/6/07

Approved: ✓

**Village of Campton Hills  
Fire and Police Commission  
09-22-07**

The Commission recognizes that the Village, being a new municipality, must organize and start a police department in a relatively short period of time and begin immediately to provide police services to the Village. The Commission shall conduct the following procedures to determine the initial eligibility list. All applicants will complete a comprehensive employment application, mandatory essay questions, and then background investigations and physical examination as decided by the Commission. Applicants with prior police experience and can meet State of Illinois police officer certifications are desirable. The Commission shall decide the appropriate expiration of the initial eligibility list, which will not be more than 2 years from date of adoption.

The Commission has authorized the police department to begin background investigations on the candidates and to provide a list of full-time candidates not to exceed 9 for oral interviews. The Commission has adopted the following guidelines for consideration to the police department to provide names of candidates for oral interviews.

1. Must live within a 25 mile radius of Village Hall
2. Review the law enforcement experience of each candidate to insure a balance of police services for the Village.
3. Gaps in law enforcement employment.
4. Discipline or negative work experience.
5. The variety of law enforcement training.
6. Background check information.

This initial eligibility list shall begin with a review of all applications received by September 21, 2007. The applicants shall be scored based on the below grading.

<u>Examinations</u>	<u>% of Total Grade</u>	<u>Minimum Passing</u>
1. Written Essays	20%	
2. Oral Interview	40%	
3. Three Years Full-Time Experience	-	Mandatory
4. Physical/Medical Exam/Drug Test	-	Pass or Fail
5. Variety of Police Experience	25%	
6. Background Check	-	Pass or Fail
7. Special Police Training	10%	
8. Military/Experience/Education	5%	See Note

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).

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

**ADOPTED: \_\_\_\_\_**  
**PUBLISHED: \_\_\_\_\_**

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

As adopted by the Board of Police Commissioners of the Village of Campton Hills, Illinois, effective \_\_\_\_\_.

**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.

**SECTION 2 – DEFINITIONS**

- a) The word "Commission" and/or "Board" wherever used shall mean the Board of Police Commissioners of the Village of Campton Hills, Illinois.
- b) The word "Officer" shall mean any person holding the position of full-time sworn 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 Numbers O-07-06. Members shall hold office until the end of their term and until their successors are duly appointed and qualified. The Chairman shall be elected by the members of the Board and preside at all meetings. The Secretary shall keep the Minutes of all meetings of the Board in a permanent record book, 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. The Secretary is to be elected by the members.

## **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) Public notice of 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) Communications
- c) Unfinished Business
- d) New Business
- e) 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 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**

### **SECTION 1 – RESIDENCE**

Applicants for examination must be citizens of the United States.

### **SECTION 2 – APPLICATION BLANKS**

Applications for the positions of full-time or part-time sworn police officers shall be filed upon blank 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 Commission prior to an Applicant 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 Applicant may furnish with his/her application, a copy of his/her military service record, discharge papers, birth certificate and high school diploma or G.E.D. certificate, a copy of his/her college or university degree and, if requested, a copy of the certified transcript of his/her 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.

### **SECTION 3 – DISQUALIFICATION**

The Commission 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 §10-2.10-6 of the Board of Fire and Police Commissioners Act.
- d) Who has been dismissed from any public service for good cause.
- e) Who has 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 has applied for the position of Police Officer and is, or has been, classified by his/her local Selective Service Draft Board as a conscientious objector.

Any Applicant, deemed disqualified hereunder, shall be notified by the Board.

#### **SECTION 4 – DEFECTIVE APPLICATIONS**

Defective applications shall be returned to the Applicant for correction, provided the Applicant is not otherwise disqualified for the position sought.

#### **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 Police Commissioners of the Village of Campton Hills.

#### **SECTION 6 – PHYSICAL REQUIREMENTS**

Applicants for original appointment must meet valid standards of health and physical aptitude.

Applicants will be required, just prior to appointment, to successfully complete a thorough medical evaluation to assess their fitness to perform the duties of the position sought.

#### **SECTION 7 – EDUCATIONAL REQUIREMENT**

A high school diploma or equivalent from an accredited school shall be required for all original appointments. A Bachelor's degree from an accredited university is desired.

#### **SECTION 8 – AGE REQUIREMENTS**

Applicants shall be under 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 10-2.1-6 of the Board of Fire and Police Commissioners Act.

#### **SECTION 9 – NOTICE OF ACCEPTANCE**

The Secretary will notify all Applicants whose applications have been accepted by the Board to be present for orientation and subsequent examination and in possession of an executed Physicians Certificate which certifies that such Applicant is physically capable of performing all duties of a police officer.

## **SECTION 10 - RELEASE OF LIABILITY**

All Applicants that are required to take the State of Illinois "Power Test" as mandated by the State of Illinois, 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.

## CHAPTER III – EXAMINATIONS

### ORIGINAL APPOINTMENTS

#### SECTION 1 – INITIAL APPOINTMENTS

The Village President, with the advice and consent of the Board of Trustees, shall appoint all full-time and part-time members of the Police Department, including the Chief of Police. The Board of Police Commissioners shall recommend to the Village President candidates for original appointment to the position of police officer, by submitting the names of all eligible candidates for original appointment each time an original appointment is to be made. The Village President shall appoint one (1) person from the names submitted by the Board of Police Commissioners, and shall appoint such member as a full-time police officer or part-time police officer, with the advice and consent of the Village Board. After such appointment by the Village President, the Board of Police Commissioners shall issue a certificate of appointment to such police officer, as otherwise in accordance with Section 10-2.1-4 of the Act.

#### SECTION 2 – INITIAL ELIGIBILITY LIST

The Commission recognizes that the Village, being a new municipality, must organize and start a police department in a relatively short period of time and begin immediately to provide police services to the Village. The Commission shall waive all other rules contained herein, and conduct the following procedures to determine the initial eligibility list. All initial eligibility applicants will complete a comprehensive employment application, mandatory essay questions, and background investigations and physical examination as decided by the Commission. Applicants with prior police experience and can meet State of Illinois police officer certifications are desirable. The Commission shall decide the appropriate expiration of the initial eligibility list.

This initial eligibility list shall begin with a review of all applications received by September 21, 2007. The applicants shall be scored based on the below grading. Prior to the oral interview, the Commission shall rank all applicants based on the written essay and specialized police training. Based on that grading, the Commission shall interview a reasonable number of applicants as to insure twice the number of authorized full-time and part-time officers.

<u>Examinations</u>	<u>% of Total Grade</u>	<u>Minimum Passing</u>
1. Application	-	Mandatory
2. Written Essays	30%	*
3. Oral Interview	40%	**
4. Physical/Medical Exam	-	Pass or Fail
5. Background Check	-	Pass or Fail
7. Special Police Training	30%	*

\* Scoring shall be decided by the Commission at a special meeting on September 22, 2007.

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 award at least five (5) days prior to the oral interview. .

### **SECTION 3 – NOTICE OF EXAMINATIONS**

Examinations shall be held on the dates fixed by the Commission and advertised in a local paper in accordance with the Statutes of the State of Illinois. Examinations may be postponed, however, by order of the Commission, 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.

### **SECTION 4 – EXAMINATIONS**

The Commission 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 Commission and shall include a statement of:

- a) The time and place where such examination will be held.
- b) Applications will be received for at least a two-week period, which shall terminate three (3) days before orientation.
- c) The position to be filled from the resulting eligibility list.

### **SECTION 5 – TYPE OF EXAMINATIONS**

Applicants must attend the orientation program sponsored by the Commission. In addition, Applicants may be required to participate in a physical aptitude test, written and oral examinations as determined by the Commission and as more particularly set for in Section 5 below. No examination shall contain questions regarding an Applicant's political or religious opinions or affiliations.

### **SECTION 6 – EXAMINATIONS – MINIMUM GRADE – FULL TIME OFFICERS**

The following examinations may be conducted by the Board for applicants for full-time sworn 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.

## **ELIGIBILITY LIST**

<u>Examinations</u>	<u>% of Total Grade</u>	<u>Minimum Passing</u>
1. Orientation	-	Attendance Mandatory
2. Physical Aptitude Test	-	**
3. Written Test	80%	*
4. Psychological Examination	-	Pass or Fail
5. Polygraph Test	-	Pass or Fail
6. Background Investigation	-	Pass or Fail
7. Oral Interview	20%	*
8. Medical Examination (assuming passage of medical)	-	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.

\*\* Test may be given for demonstration purposes or on a Pass/Fail basis.

Applicants for full-time sworn police officer positions who are currently employed as part-time sworn police officers by the Village of Campton Hills shall not be required to undertake the following examinations, and shall receive a passing score therein: Power Test, Psychological Examination, Polygraph Test, Background Investigation.

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 award at least five (5) days prior to the written examination. In addition, applicants who are currently employed as part-time sworn police officers of the Village of Campton Hills shall be awarded three (3) preference points.

## **SECTION 7 – EXAMINATIONS – MINIMUM GRADE – PART-TIME OFFICERS**

In order to promote continuity and efficient utilization of staffing from time to time the Village of Campton Hills will hire and maintain a cadre of part-time police officers to meet the variety of needs of public safety.

The Commission will maintain a list of qualified part-time officers from which selection can be made to fill a vacancy or positions created by the President and Board of Trustees.

Requirements for application shall include, in addition to the provisions of Sections 2 and 3 hereinabove, the following:

1. At least twenty-one (21) years of age
2. Citizen of the United States

3. Completed the Minimum Standard Basic Law Enforcement Training Course provided by the Illinois Police Training Act.

The following examinations may be conducted by the Board for applicants for part-time sworn 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.

### **ELIGIBILITY LIST**

<u>Examinations</u>	<u>% of Total Grade</u>	<u>Minimum Passing</u>
1. Orientation	-	Attendance Mandatory
2. Written Exam	50%	*
3. Oral Interview	50%	*
4. Physical/Medical Exam	-	Pass or Fail
5. Physical Aptitude	-	**
6. Background Check	-	Pass or Fail
7. Polygraph Exam	-	Pass or Fail
8. Psychological Examination	-	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.

\*\* Test may be given for demonstration purposes or on a Pass/Fail basis.

Preference points will be awarded for military service equaling five (5) points and educational preference equaling five (5) points for a Baccalaureate Degree.

It is the objective of the public safety entity to have part-time officers fill specialized needs of the Department and at the same time provide a training ground for officers to gain experience in the Campton Hills community, and to become familiar with its geography and with its citizens, in order to become candidates for appointment to regular full-time police officers.

Part-time officers are "at will" employees and shall not be subject to discharge pursuant to the provisions of these Rules and Regulations, but shall be subject to discharge by the Chief of Police.

### **SECTION 7- ORIGINAL APPOINTMENT – ORIENTATION**

Applicants must attend an "Orientation Program" sponsored by the Board and present at that time a completed application as specified in Section 2, Chapter II.

## **SECTION 8 – ORIGINAL APPOINTMENT – PHYSICAL APTITUDE TEST**

All Applicants may be required to submit themselves to a physical aptitude test (Power Test). Only candidates who have passed the “Written Examination” will be permitted to participate in the “Physical Aptitude Test.”

## **SECTION 9 – 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 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 will be notified and eliminated from all further consideration.

## **SECTION 10 – ORIGINAL APPOINTMENT – ORAL INTERVIEW**

All Commissioners shall participate in the Oral Examination except wherein one Commissioner is absent due to illness or when matters of an emergency nature preclude his/her attendance. In no event shall less than two (2) Commissioners conduct the Oral Interview. 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 Interview the Commissioners will discuss the Candidate’s abilities using the traits listed above. Candidates who fail to successfully complete the Oral Interview will be notified and eliminated from all further consideration.

## **SECTION 11– INITIAL ELIGIBILITY REGISTER**

- a) The Commissioners will prepare an “Initial Eligibility Register” of the Candidates successfully completing the Orientation, Written Test and Physical Aptitude Test. Separate Initial Eligibility Registers shall be maintained for full-time and part-time sworn police officers.

The Candidates 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.

- b) A dated copy of the Final Eligibility Register shall be sent to each person appearing thereon.

Candidates who are eligible for veteran, educational, law enforcement certification or part-time police officer preference points shall be required to make a claim in writing with proof thereof within five (5) days before the date of the testing to have those preference points added to their respective totals.

## **SECTION 12 – FINAL ELIGIBILITY REGISTER**

- a) The Commissioners will prepare separate “Final Eligibility Registers” for full-time and part-time sworn police officers, which shall include claimed preference points. In the event of a tie score, the placement of the tied Candidate names on the eligibility list shall be determined by lot, in the presence of a quorum of the Board in whatever manner the Board deems appropriate.
- b) A dated copy of the Final Eligibility Register shall be sent to each person appearing thereon. This copy shall include the date of expiration of the register two (2) years hence.
- c) Eligibility for appointment from this Final Eligibility Register is subject to satisfactorily passing an oral interview, in-depth psychological examination, a polygraph test, background investigation, and a thorough medical examination (which may include a test of the Applicant’s vision, hearing, for the presence of communicable diseases as well as a test to screen for the use of drugs and/or narcotics), unless otherwise exempt pursuant to Section 5 hereinabove. Unless otherwise exempt, Applicants for full-time sworn police officer must be under thirty-five (35) years of age at such time as such Final Eligibility List is posted.

## **SECTION 13 – PROFESSIONAL EXAMINATIONS AND TESTS**

- a) Each Applicant 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 Applicant to take or successfully complete such test shall eliminate him/her from further consideration.
- b) Any Applicant 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 Applicant. 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 shall be performed by a licensed physician as designated by the Board of Police Commissioners.

## **SECTION 14 – PROBATIONARY APPOINTMENT**

- a) All vacancies of full-time police officers in the Police Department shall be filled by individuals from the Final Eligibility pursuant to Section 1a) of Chapter III of these Rules and Regulations.

- b) All original appointments to full-time police officer positions in the Police Department shall be for a probationary period of eighteen (12) months. The probationary period of a new Police Officer shall commence as of the first date said individual reports for work with the Department. The probationary period may be extended at the discretion of the Commission, but such extension shall not exceed an additional twelve (12) months.
- c) Any person whose name appears on the Final Eligibility Register may decline appointment. It shall be the option of the Board to either strike from or maintain upon the register, without otherwise altering the Candidate's original position on the Final Eligibility Register, the name of such Candidate.
- d) Probationary police officers may be summarily dismissed by the Commission and part-time police officers may be summarily dismissed by the Chief of Police, and are not entitled to the protection afforded to other full-time police officers by statute or these rules.

**CHAPTER IV – ORDER OF RANK,  
CLASSIFICATION AND OATH OF OFFICE**

**SECTION 1 – RANK**

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

**SECTION 2 – CLASSIFICATION**

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

**SECTIONS – OATH OF OFFICE**

Before entering duty on 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:

“I, \_\_\_\_\_, do solemnly swear or affirm that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of \_\_\_\_\_ according to the best of my ability.”

Signed \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day  
of \_\_\_\_\_ (month) \_\_\_\_\_ (year).

\_\_\_\_\_  
NOTARY PUBLIC

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

## **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.
- b) “Counsel” as used herein means: One who has been admitted to the bar as an attorney-at-law in this State.
- c) No rehearing, reconsideration, modification, vacation, or alternation of a decision of the Board shall be allowed.
- 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 or her position.

The right to determine what constitutes cause is in the Board.

- e) 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, 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 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.
- g) All hearings shall be public, in accordance with the Open Meetings Act.
- h) At the time and place of hearing, both parties may be represented by counsel, if they so desire.
- i) All proceedings before the Board during the conduct of the hearing shall be recorded by a court reporter to be employed 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 in interest.
- 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 police officer. Thereafter, the other party may present and examine those witnesses whom he or she desires the Board to hear. All parties shall have the right to cross-examine witnesses presented by the opposite party.
- m) Probationary police officers may be summarily dismissed by the Board and part-time police officers may be summarily dismissed by the Chief of Police and are not entitled to the protection afforded other full-time police officers by statute or these rules.

## SECTION 2 – HEARING PROCEDURE

- a) **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.
- b) **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.
- c) **Notification of Hearings:** Upon the filing of a complaint in quintuple with the Secretary of the Board, and the determination by the Board of proper 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.
- d) **Continuance:** The matter of granting or refusing to grant a continuance of a hearing is within the discretion of the Board.
- e) **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 without pay 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 or her 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.

- f) **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 part 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 of 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.
- 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/her 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 Village of Campton Hills. 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**

- a) All papers filed 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 ½" by 11" with 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 and copies thereof provided the opposing party or his/her counsel.
- e) If papers are filed by an attorney, his/her 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.
- b) The Chief of the Police Department shall have the right to suspend any full-time officer under his/her 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/she shall notify the Board in writing within 24 hours of the time of such suspension. The Chief of the Police Department shall have authority to suspend part-time police officers for any period of time. Any full-time, non-probationary police officer so suspended may appeal to the Board for a review of the suspension with five (5) days after receiving notice of such suspension by filing notice of such appeal in writing with the Secretary of the Board Police Commissioners. A hearing shall be had upon such appeal, and due notice given to the Chief of the Police Department and to the Officer so suspended. The burden of establishing that a suspension is unwarranted shall be upon the individual bringing the appeal.
- c) Upon such appeal, the Board may sustain the action of the Chief of the Police Department, may reverse it with instructions that the officer so suspended receive his/her pay for the period involved, may suspend the officer for a period of not more than thirty (30) days, or discharge him/her, depending on the evidence presented.

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

- a) Discharge from office, or suspension from full-time service in the Police Department shall be in compliance with the Board of 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. Discharge or suspension from service of part-time sworn officers shall be within the sole authority of the Chief of Police and not subject to review by this Commission.

- b) 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 initial hearing of charges shall be set by the Board, within thirty (30) days of the time of the filing of such charges. Continuance 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 the Chief of the Police Department.

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

In case any member of the Police Department shall be found guilty of the charges preferred against him/her after a hearing by the Board, he/she may be removed, discharged, 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 officer for an additional period of not more than thirty (30) days or discharge him/her, 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 involved and the Police Chief for enforcement. If the finding or decision is that an officer or employee is guilty of charges investigated, and removal or discharge is ordered, such order of removal or discharge shall become effective forthwith. (See Section 9 of this Chapter VI).

### **SECTION 12 – RULES – CONFLICT**

The personnel of the Police Department shall be governed by the Rules as adopted by the Commission and the Regulations of the Police Department, as well as any applicable Village ordinances. In case of conflict, the Rules of the Board shall govern.

### **SECTION 13 – POLITICAL CONTRIBUTIONS**

No person in the Police Department of the Village of Campton Hills, 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 Police Department of the Village of Campton Hills, 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 or her official authority or influence to compel or induce any other person to pay or render any political assessment, subscription, contribution or service.

#### **SECTION 14 – VIOLATION OF RULES**

All members of the Police Department shall be subject to the regulations of such Departments, 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 15 – VIOLATION OF LAW**

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

## **CHAPTER VII – GENERAL**

### **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 statutes 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 tolled until the probationary employee returns from his/her leave of absence.