



RULES AND REGULATIONS
OF THE
BOARD OF FIRE AND POLICE COMMISSIONERS
OF THE
VILLAGE OF BUFFALO GROVE
STATE OF ILLINOIS

Effective: April 3, 2017

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Pursuant to the laws of the United States of America, the State of Illinois and the ordinances of the Village of Buffalo Grove and its Home Rule powers, the attached Rules and Regulations hereinafter set forth are published by the Board of Fire and Police Commissioners ("Board") for the guidance and governance of the Board, the officers of the Buffalo Grove Fire Department and Buffalo Grove Police Department who are under the Board's jurisdiction, and other interested parties.

The Board may amend or revoke any of the attached rules or regulations and make additional rules and regulations as the Board deems necessary from time to time as permitted by law, and as the good of the service may require. No rules can be established which will embrace all cases arising in the general discharge of the duties of individuals governed by these rules and regulations. Some matters must be left to the Board's intelligence and reasoned decisions.

In case of a conflict between the rules and regulations of the Board and the rules and regulations of the Fire and/or Police Department, the rules and regulations of the Board shall govern. Additionally, in the event that any provision of these rules and regulations and/or any application thereof are found by competent authority to conflict with any existing or subsequently enacted federal or state legislation or executive order or by virtue of any judicial action, the remaining provisions of these rules and regulations shall remain in full force and effect. In such event, the Board shall meet promptly to determine substitute provisions for any element rendered or declared unlawful, invalid or unenforceable, as these rules and regulations cannot supersede law.

These rules and regulations, as adopted by the Board of Fire and Police Commissioners, replace in total any prior rules and regulations.

BOARD OF FIRE AND POLICE COMMISSIONERS:

Brian Rubin, Chairperson
Jane L. Dibbern, Secretary
Lisa Hartman, Commissioner
Adriane Johnson, Commissioner
Forrest Kulwin, Commissioner

TABLE OF CONTENTS

<u>Chapter</u>	<u>Page</u>
I. <u>Administration</u>	4
II. <u>Applications for Original Appointment</u>	7
III. <u>Examinations for Original Appointments</u>	10
IV. <u>Eligibility Registers – Original Appointments</u>	15
V. <u>Police Officer Appointments</u>	18
VI. <u>Police Officer Lateral Entry Appointments</u>	20
VII. <u>Firefighter/Paramedic Appointments</u>	24
VIII. <u>Promotional Examinations – Police Sergeant</u>	26
IX. <u>Promotional Examinations – Fire Lieutenant</u>	32
X. <u>Promotional Examinations – Police Lieutenant</u>	37
XI. <u>Hearing of Charges, Removals, Suspensions, and Discharges</u>	40
XII. <u>General</u>	46
XIII. <u>Illinois Police Training Act</u>	47
XIV. <u>Illinois Fire Protection Training Act</u>	48

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CHAPTER I - ADMINISTRATION

Section 1 - Source of Authority

The Board of Fire and Police Commissioners of the Village of Buffalo Grove derives its power and authority from Chapter 65, Act 5, Article 10, Division 2.1, Board of Fire and Police Commissioners, of the Illinois Compiled Statutes (65 ILCS 5/10 –2.1 –1 et seq) and from Chapter 2.28 of the Buffalo Grove Municipal Code through home rule amendments by the President and Board of Trustees of the Village of Buffalo Grove.

Section 2 - Definitions

The following words and phrases, whenever used in these rules and regulations, shall be construed as defined in this section unless from the context a different meaning is intended or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

- a. "Board" whenever used shall mean the Board of Fire and Police Commissioners of the Village of Buffalo Grove.
- b. "Eligible" shall mean a person whose name is on a current Eligibility Register established by the Board and who may be certified under these rules for appointment to a position in the Fire or Police Department of the Village of Buffalo Grove.
- c. "Officer" shall mean any person holding a sworn office in the Fire or Police Department of the Village of Buffalo Grove unless otherwise exempted by Village ordinance.
- d. "Rules" shall mean these rules and regulations. The singular includes the plural, and the plural the singular.
- e. "Calendar days" as referenced as a measure in accounting of time are represented as days on the Gregorian calendar for the year and time of the event.
- f. "Business days" as referenced as a measure in accounting of time refer to days when the Village offices are open for normal and regular business, excluding Saturday, Sunday and holidays.
- g. The accepted meaning by this Board of the term "Fire Department" or "Police Department" includes the membership of either department who have gained such membership by appointment after examination as authorized under Act 5, Article 10, Division 2.1 of the Illinois Municipal Code, Chapter 65 of the Illinois Compiled Statutes.

Section 3 - Officers of Board and Their Duties

The Board shall consist of five (5) members, and shall be considered officers of the Village. The Chairperson of the Board shall be appointed pursuant to the Buffalo Grove Municipal Code. A Vice Chairperson may be appointed pursuant to the Buffalo Grove Municipal Code. The Board shall annually, at its Regular Meeting in May, elect a Secretary to hold office for one year and until a successor is duly elected and qualified. The Chairperson shall be the presiding officer at all meetings. The Secretary shall keep the minutes of all meetings of the Board in an appropriate format and shall be the custodian of all the forms, papers, books, records and completed examinations of the Board.

Section 4 - Meetings

- a. Regular meetings shall be held on the first Monday of each month at 6:00 p.m., in the Trustee Conference Room at Village Hall, 50 Raupp Blvd, Buffalo Grove, Illinois.
- b. Meetings of the Board shall be conducted in compliance with the Illinois Open Meetings Act, other applicable state statutes and the Buffalo Grove Municipal Code.
- c. The meeting date, time and location may be adjusted upon approval by the Board and with appropriate publication of same.
- d. Special meetings shall be open, notice thereof to be posted forty-eight (48) hours prior to convening, called by the filing of a notice in writing with the Secretary of the Board and signed either by the Chairperson or any three (3) members. This notice shall contain a brief statement of the business to be submitted for the consideration of the Board at such special meeting, shall set forth the time and place of such special meeting, and no other business shall be considered at such special meeting unless by unanimous consent of the Board.
- e. The Board shall also meet as needed to conduct examinations for promotion and appointment to the Fire and Police Departments.
- f. During any regular or special meeting, pursuant to the Illinois Open Meetings Act [5 ILCS 120/2.(c)], a closed session may be held upon a proper motion made by any single member of the Board. 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, the section of the Open Meetings Act upon which the closed session is based, record the roll call vote of the members on said motion, and keep minutes of the closed session. An audio or video record of each closed session will be maintained by the Secretary of the Board in accordance with the provisions of the Open Meetings Act.
- g. The agenda for a regular meeting shall allow for an open forum to permit individuals to appear before and address their concerns to the members of the Board. The Board may limit those individuals appearing during the open forum to a presentation not to exceed three (3) minutes and may require an individual to be seated if the individual addresses those present in a disrespectful or discourteous manner, or the subject matter being presented is not relevant to the duties and responsibilities of the Board of Fire and Police Commissioners.

Section 5 - Quorum

Three (3) members of the Board shall constitute a quorum for the conduct of all business.

Section 6 - Order of Business

The order of business at any meeting shall be according to the agenda as established by the Chairperson.

Section 7 – Rules of Order

Where these rules are silent, the parliamentary procedure prescribed in Robert's Rules of Order (Newly Revised) shall be followed.

Section 8 – Conflicts of Interest

During the conduct of the duties of the Board, any Commissioner whose personal interest may be of conflict with enactment of said function shall recuse himself/herself from the element of the activity for which personal conflict is created.

Section 9 - Amendments

The Board, from time to time, may recommend changes in these Rules by a majority vote of the Board. Amendments of the Rules of the Board will be submitted to and will be considered by the Village Board. The Board shall publish on the Village's website notice of amendments newly adopted by the Village Board. Amendments will go into effect ten (10) calendar days subsequent to their publication on the Village's website. All adopted amendments to these Rules shall be printed for distribution.

Section 10 - Annual Report and Budget Request

The Board shall submit an Annual Report of its activities to the President and Board of Trustees of the Village on or before the close of each Village fiscal year. A budget request for the ensuing year will be submitted to the Village Manager.

CHAPTER II - APPLICATIONS FOR ORIGINAL APPOINTMENT

Section 1 - Residence of Applicants

Applicants for appointment in the Fire and Police Departments must be citizens of the United States. Any residency requirement shall be prescribed by Village ordinance for appointment to the Fire or Police Department.

Section 2 - Application Format

Applications for a position shall be filed in a format designated by the Board, and applicants must comply with the requirements of said application in every respect. The applications must be filed with the Board prior to taking an examination.

Section 3 - Filing Applications

Completed applications for the Fire and Police Departments must be submitted to the Board during the orientation portion of the examination process. All applications shall be completed in full and signed by the applicant. Any applicant giving any false answers to questions in said application or making any misrepresentation of fact shall be rejected by the Board, with the applicant notified of such action. The Board shall remove any person certified to a position in the Fire or Police Department upon determining that the person made false statements or misrepresented material facts to the Board during the selection process.

Every applicant must demonstrate acceptable character, temperate habits, 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.

A non-refundable application fee, as authorized by the Board, may be required as part of the application filing process, payable to the Village of Buffalo Grove at the time of application submission.

Section 4 – Disqualifications

The Board may refuse to examine an applicant or, after further consideration, refuse to certify an applicant as eligible:

- a. Who is found lacking in any of the established preliminary requirements for the service for which the applicant applies.
- b. Who is unable to perform the essential job functions or duties of the position to which the applicant seeks appointment, with or without reasonable accommodation.
- c. Who is addicted to the use or misuse of drugs or intoxicating beverages without demonstration of current sobriety, or is found to be currently using drugs and/or narcotics illegally.

- d. Who has been convicted of a felony or any misdemeanor involving moral turpitude or abuse of a family member.
- e. Who has been dismissed from any public service for a good cause.
- f. Who has attempted to practice any deception or fraud in his/her application.
- g. Who may be found disqualified in personal qualifications or health.
- h. Whose character and employment references are unsatisfactory.
- i. Who does not possess a high school education or its equivalent.
- j. Who has applied for a position as a police officer and is or has been classified as a conscientious objector, or who has been discharged from the armed services reflecting a dishonorable character.
- k. Who has applied for a position as a firefighter/paramedic and is not currently licensed as an emergency medical technician – paramedic (EMT-P) by the State of Illinois.
- l. Who does not possess a valid driver’s license, with ability to operate a motor vehicle in the State of Illinois.

Any applicant or eligible deemed disqualified hereunder shall be notified by the Board.

Section 5 - Incomplete Applications

An incomplete or defective application shall be returned to the applicant for correction, provided the applicant is not otherwise disqualified for the position sought.

Section 6 – Age Requirements

Applicants for original appointment shall be under 35 years of age, at the time of the last date for filing applications for positions, unless exempt from such age limitation as provided in Section 5/10-2.1-6 (b) – (j) of Chapter 65 of the Illinois Compiled Statutes. Applicants, at such time as they file their application with this Board, must be 21 years of age. Proof of birth date will be required before appointment.

Section 7 - Additional Requirements

All applicants must be able to communicate fluently in English (including reading, speaking and comprehension).

All applicants must possess a valid driver’s license and must be legally eligible to operate a motor vehicle in the State of Illinois.

Section 8 - Release of Liability

All applicants shall execute and deliver to the Board an authorization for the Board to conduct an investigation of the applicant's personal background, including financial, criminal, driving, educational, vocational and professional qualifications, as well as other tests deemed appropriate in the sole discretion of the Board

As deemed appropriate, applicants shall execute and deliver to the Board a release of all liability as the result of a request to take a "Physical Ability Test" in favor of the Village of Buffalo Grove, on a form prescribed by the Board.

Section 9 – Certification of Eligibility Documents

Applicants for the positions of Police Officer or Firefighter/Paramedic shall furnish to the Board a certified copy of their birth certificate and verification of high school diploma and, when applicable, certified copies of their military service record and discharge papers.

In the case that educational preference points are available for credit, applicants shall furnish to the Board a certified copy of their accredited college or university transcript verifying any degree awarded, including interpretative verification and validation of the degree as required.

In the case that specific experience or training preference points are available for credit, applicants shall furnish to the Board a certified copy of their qualifying certificate of training or documentation of experience.

In the case that veteran preference is to applied, applicants shall furnish to the Board a certified copy of the appropriate military service discharge summary (typically a Form DD 214) specifying term of active service and status at discharge.

CHAPTER III - EXAMINATIONS FOR ORIGINAL APPOINTMENTS

Section 1 - Vacancies

The Board shall call examinations to fill vacancies in the class of service or to provide Eligibility Registers for the 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:

- a. The time and place where such examination will be held.
- b. The location where applications may be obtained and the date, when, and where applications must be returned to the Board.
- c. The position to be filled from the resulting eligibility list.

Section 2 - Notice of Examination

Examinations shall be called by the Board, held on the designated dates, and advertised in a local newspaper, on the Village website, or other electronic media means as selected by the Board and in accordance with the Statutes of the State of Illinois. Examinations may be postponed by order of the Board, which order shall state the reason for such postponement and shall designate a new date for said examination. All applicants shall be notified of the postponement of any examination and of the new date fixed for said examination.

Section 3 - Type of Examinations

Applicants must attend the orientation program sponsored by the Board.

In addition, applicants will be required to participate in a physical ability test.

The subject matter for written and oral examinations shall fairly test the capacity of the applicant to discharge the duties of the position to which the applicant seeks appointment.

No examination shall contain questions regarding the applicant's political or religious opinions or affiliations, or other legally protected categories.

These examinations comprise the required elements for eligibility register development.

Section 4 – Examinations - Minimum Grades

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, as defined by the Board, shall disqualify an 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.

<u>Examination</u>	<u>% of Total Grade</u>	<u>Minimum Passing Grade</u>
Orientation	--	Attendance Mandatory
Physical Ability Test	--	**
Written Test	60%	**
Oral Interview	40%	**
Credit & Background Investigation	--	Acceptable
Polygraph Examination	--	Acceptable

CONDITIONAL OFFER OF EMPLOYMENT

Psychological Examination	--	Recommended
Medical Examination	--	Qualified

**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, or as required by applicable law.

An applicant's final score on the Firefighter/Paramedic Eligibility Register and on the Police Officer Eligibility Register shall be the combination of the written and oral examinations scores, plus preference points as outlined by the Board, plus points for military preference, if any.

Section 5 - Orientation

Applicants for original appointment shall attend a scheduled orientation meeting. Failure to attend shall eliminate an applicant from further consideration.

Section 6 - Physical Ability Test

All applicants for original appointment shall submit themselves to a Physical Ability Test, to be conducted by such certified person(s) or independent agency as the Board may designate. Such examinations shall determine the physical suitability of the applicant to perform the essential functions of the Firefighter/Paramedic or Police Officer jobs. Failure to pass this test removes the applicant from participating in the remaining phases of the selection process. Such physical ability test shall include any testing criteria required by applicable law.

In lieu of conducting a physical ability test in-house, the Board may require that Firefighter/Paramedic applicants provide proof of the successful completion of the Candidate Physical Ability Test (CPAT) and proof of passing a Ladder Climb Test, within six (6) months prior to the written examination.

In lieu of conducting a physical ability test in-house, the Board may require that Police Officer applicants provide proof of successful completion of a designated physical ability test, as offered by an external resource, within six (6) months prior the written examination.

Section 7 - Written Examination

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. Notwithstanding anything to the contrary herein, the Board, at its discretion, may provide for the written examination to be conducted by an outside testing agency or testing vendor.

Each applicant will complete and sign a registration sheet that shall show his or her examination number. Only the applicant's identification number shall be recorded on the examination answer sheet. No signature or marks of identification tending to disclose the identity of applicants shall be placed upon the examination papers. Papers of people violating this rule shall be marked, "REJECTED UPON ORDER OF THE BOARD".

Section 8 - Oral Examination

Each applicant who is declared eligible for an Oral Examination shall submit to said examination by the members of the Board of Fire and Police Commissioners. In no event shall less than a quorum of the Board conduct the oral examination. Questions shall be asked of the 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 Examination, the Commissioners will independently score the applicant's abilities using the traits listed above. The applicant's score shall be the average of the scores given by each Commissioner. Candidates who fail to achieve the designated passing grade on the Oral Examination 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.

Section 9 – Professional Examinations

Applicants for original appointment shall be required to submit to the professional examinations as identified in this section as part of the hiring process.

All examinations will be conducted by a professional team and/or by licensed examiners or physicians approved by the Board. Such examinations shall be scheduled not more than ninety (90) calendar days prior to appointment. Results of all examinations are submitted to the Board for review and determination of qualification.

The confidentiality of all reports and records will be maintained to the most stringent level possible.

a. Background Investigation

Upon determining that an appointment is pending, the Board shall institute the background investigation, through representative police/fire department investigation teams, of the highest-ranking applicants remaining on the Final Eligibility Register. This investigation shall include, but not be limited to, examination of the eligible's academic records, investigation of any civil or criminal action involving the eligible, verification of the eligible's employment and personal history as described on his or her application, and investigation of any factors which might make the eligible unsuitable for service in the Fire or Police Department.

Applicants shall furnish to the Board at this point a certified copy of their birth certificate and verification of high school diploma and, when applicable, certified copies of their military service record and discharge papers.

In conducting this investigation, the Board or its designee shall inspect such records and interview such individuals as may be necessary. The eligible shall sign authorization for such investigation, on a form prescribed by the Board.

b. Polygraph Test

An eligible, on notification of a pending appointment, shall submit himself or herself for a polygraph examination by a licensed polygraph operator designated and compensated by the Board, at such time and place as the Board may designate. Such test shall be given without expense to the applicant. The examining professional shall submit a written report of the results of the examination to the Board.

Based on the eligible's application, background investigation and polygraph examination, the Board shall make a determination whether to offer the eligible a conditional offer of employment.

c. Psychological and Medical Examinations

An eligible applicant, on receipt of a conditional offer of employment, shall submit himself or herself for a psychological examination by a licensed psychologist or psychiatrist, and a 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) by a licensed physician, as the Board may designate. Each examining professional shall be designated and compensated by the Board and shall submit a written report of the results of the examination to the Board.

If the psychological examination or medical examination reveals a condition that would prevent the eligible applicant from performing essential job functions or duties of the position for which he or she is being considered, with or without reasonable accommodation, the Board shall withdraw the conditional offer of employment. If no such condition exists, the Board shall extend a final offer of employment.

The reports of the examining physician and psychologist/psychiatrist are for the confidential use of the Board, and shall not be made available to any other individual or organization unless authorized by the Board. If an eligible is appointed, the psychological examination as presented shall be available for inspection by the Chief of the department during the appointee's probationary period, if so approved by the Board upon verified request.

The eligible applicant shall sign a waiver allowing the Board to provide medical and psychological reports to the appropriate Chief of the department for review should a condition exist that required withdrawal of a Conditional Offer of Employment as previously identified in these rules. Failure to sign such a waiver shall eliminate the eligible's name from the Final Eligibility Register and from any further consideration.

Section 10 - Refusal to Submit to Professional Examination

If an eligible refuses to submit to a background investigation, medical, psychological or polygraph examination required by the Board, the applicant's refusal to submit to such examination shall be cause to eliminate the eligible's name from the Final Eligibility Register and from any further consideration for appointment.

Section 11- - Fingerprint Check

Each eligible must submit to fingerprinting, as part of the background investigation, by the Police Department, and be subsequently cleared by a check with the Federal Bureau of Investigation prior to certification for appointment.

Section 12 – Violations

- a. A person who knowingly divulges or receives test questions or answers before a written examination, or otherwise knowingly violates or subverts any requirement of these Rules and Regulations, commits a violation of the Rules and Regulations and may be subject to immediate disqualification from the examination process.
- b. A person who is the knowing recipient of test information in advance of the examination shall be disqualified from the appointment examination process.

CHAPTER IV – ELIGIBILITY REGISTERS - ORIGINAL APPOINTMENTS

Section 1 – Initial Eligibility Register

The Board will prepare an “Initial Eligibility Register” of the applicants who successfully complete the orientation, physical ability test, and written test elements as specified. Candidates shall be placed on the Initial Eligibility Register in order of their relative excellence as determined by their passing written test score. 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 Register who shall be required to submit to an oral interview to be conducted by the Board, and, if successful, whose names will be included on the “Preliminary Eligibility Register”. Applicant names remaining on the Initial Eligibility Register will expire after a two (2) year period if not called for further examination.

Section 2 – Preliminary Eligibility Register

The Board will prepare a “Preliminary Eligibility Register” of the applicants who successfully complete the oral examination with a passing score.

All scored examinations shall be based upon a scale of 1 to 100. The names of applicants shall be listed in rank order highest first. Rank order shall be based upon the applicant’s total cumulative score, which shall be calculated as follows:

- 1) Written test score multiplied by 60%; and
- 2) Oral interview score multiplied by 40%.

This Preliminary Eligibility Register is subject to change with the addition of any claimed preference points as prescribed by the Board.

Section 3 -- Preference Points

Applicants successfully passing all preliminary examinations and finding themselves on the Preliminary Eligibility Register may submit proof of eligibility for preference points as designated by the Board for the testing cycle. The Board may choose to award preference points for educational achievement and specified certifications. Preference point values and qualification as determined by the Board will be announced at orientation, and granted in accordance with Chapter 65 of the Illinois Compiled Statutes, as amended from time to time. Proof of qualification for points must reach the Board or its designee no later than ten (10) calendar days following publication of the Preliminary Eligible Register. Failure to timely make a claim for preference points shall constitute a waiver thereof.

Applicants for original appointment may elect to use Veteran preference points during the selection process. Veteran preference points shall be awarded at a point value determined by the Board and announced at orientation, and granted in accordance with Chapter 65 of the Illinois Compiled Statutes, as amended from time to time.

No person entitled to preference under this section shall be required to claim such preference before any examination is held under the provisions of Chapter III of these Rules. Such preferences shall be given after the posting of the Preliminary Eligible Register at the written request of such person, with furnished written evidence qualifying such person for preference as approved by the Board.

For Police Officer candidates, preference points are not cumulative by statute.

For Firefighter/Paramedic candidates, no less than ten (10) and no more than thirty (30) preference points will be available for award, with points being cumulative by statute from designated preference categories.

Section 4 -- Final Eligibility Register

- a. The Board will prepare, post, and maintain a Final Eligibility Register of applicants for appointment for Police Officer or Firefighter/Paramedic. The names of applicants from the Preliminary Eligibility Register shall be placed upon the Final Eligibility Register in rank order, highest first, duly adjusted with preference points and veteran points awarded and added to the Preliminary Eligibility Register score for each applicant.
- b. In the event of a tie score, the placement of the applicants' names on the Final Eligibility Register shall be determined by lot, in the presence of a quorum of the Board in whatever manner the Board deems appropriate. Veterans receive higher ranking when like scores exist.
- c. The Final Eligibility Register shall remain in force for two (2) years from the date of posting. The official date of posting shall be the date the Board approves the Final Eligibility Register but no later than 60 calendar days after the completion of the testing process. No applicant shall be appointed from an expired Final Eligibility Register. Testing cycles shall be coordinated in order to anticipate the expiration of Final Eligibility Registers. There shall be no integration of Final Eligibility Registers.
- d. It is incumbent upon applicants whose names are placed on an eligibility register to notify the Board in writing of any change of personal status.
- e. 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 in accordance with the process established in these Rules.
- f. Appointment from the Final Eligibility Register is subject to satisfactorily passing or completing an in-depth background investigation, a polygraph test, a psychological examination, and a thorough medical examination as outlined in Chapter III. A conditional offer of employment shall be made prior to an applicant submitting to the in-depth psychological examination and the medical exam.

Section 5 - Waiver of Appointment

An eligible may decline appointment one time without loss of place on the Final Eligibility Register. Failure to accept appointment a second time shall eliminate the eligible's name from the Final Eligibility Register and any further consideration.

CHAPTER V – POLICE OFFICER APPOINTMENT

Section 1 – Selection

At such time as a vacancy for Police Officer is pending and the position is authorized for hire, the Board will authorize selection from the Final Eligibility Register in rank order of the next available eligible on the list.

All vacancies in the Police Department shall be filled by eligibles from the Final Eligibility Register in the order in which their names appear on the register, and as such establishes seniority. Notwithstanding anything to the contrary contained within these Rules, the Board may, at its discretion, choose to appoint an applicant for a police officer 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, when the Board determines it is necessary in the interest of public safety.

The selected eligible will then begin the professional examination process as defined in Section 9 of Chapter III of these Rules.

Section 2 – Physical Ability Verification

All applicants that are appointed will be required to successfully complete the Police Officer Wellness Evaluation Report (POWER) test prior to attendance at the Police Academy, or should academy attendance not be required may be requested to retake the physical ability component prior to appointment, if longer than one year on the Final Eligibility Register.

Section 3 – Appointment

Upon successful completion of the examination process, an applicant offered regular employment as a Police Officer will be scheduled for a swearing in ceremony.

Section 4 - Oath of Office

Before entering upon his or her duty, an eligible for the Police Department shall take an oath of office.

The Board may make a temporary appointment of an eligible whose employment as a member of the Police Department under this section is pending. An eligible who receives such a temporary appointment must take an oath of office and be permanently appointed within no more than sixty (60) calendar days of the date of temporary appointment. An eligible who receives a temporary appointment to the Police Department shall not have power to arrest, nor shall the appointed officer be permitted to carry firearms, until he or she has taken an oath of office.

Section 5 - Certificate of Appointment

Upon appointment as a Police Officer, the Board shall issue a certificate of appointment in such form as may be adopted by the Board, which shall be signed by the Chairman of the Board and attested to by the Secretary.

Section 6 – Probationary Appointment

- a. All original appointees to the Police Department shall be on probation for a period of eighteen (18) months. The probationary period of newly appointed police officers will commence when the new appointee reports for work with the department. The probationary period will be completed with approval of the Board upon written recommendation of the Chief of the department.
- b. Should a newly appointed Police Officer have successfully completed training in accordance with the Illinois Law Enforcement Training and Standards Board as an Illinois State Certified Law Enforcement Officer prior to employment with the Village, the Board may, on written recommendation from the Chief of Police, reduce the probationary period.
- c. During the probationary period, an original appointee may be dismissed without a hearing before the Board if the Chief of the department presents recommended reasons to the Board in writing showing how the officer has failed to demonstrate the ability and qualifications necessary to furnish satisfactory service, and the Board agrees to approve the recommendation and offers written notice of such action to the Chief of the department. Probationary officers 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.
- d. In the event that a probationary Police Officer is absent and/or on leave for any reason for a period of four (4) weeks or more during the first fifteen (15) months of probation, the Board may, upon written request of the Chief of the department, extend the employee's probationary period. If the Board approves an extension, such extension shall be for a period exactly equal to the duration of the employee's absence and/or leave.

Section 7 – Certification

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

CHAPTER VI - POLICE OFFICER LATERAL ENTRY APPOINTMENTS

The Board may provide for a police officer lateral entry program, which shall comply with requirements as outlined in this Chapter, other appropriate Chapters of these Rules and Regulations, and as prescribed by the Buffalo Grove Municipal Code.

SECTION 1 – SOURCE OF AUTHORITY

Pursuant to the Village's home rule authority and the Buffalo Grove Municipal Code, the Board may waive portions of the required examination for police applicants who have previously been full-time sworn officers in any municipal, county, university, State, or Federal law enforcement agency, provided they are certified or have the ability to be certified by the Illinois Law Enforcement Training and Standards Board and have been previously employed as a law enforcement officer within the last two years.

SECTION 2 – APPLICATION FOR LATERAL ENTRY

Applications for lateral entry positions shall be filed upon forms furnished by the Village of Buffalo Grove and applicants must comply with the requirements of said form.

Applicants for Lateral Entry shall have been awarded a certificate attesting to their successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act. Every applicant must be of good moral character, of temperate habits, of sound health and must be physically able to perform the essential job functions of the position applied for. Applicants must speak and understand English language sufficient to discharge the duties of police officer for the Village of Buffalo Grove. The burden of establishing these facts rests upon the applicant.

The applicant shall furnish with their application a copy of Birth Certificate, High School Diploma or G.E.D. Certificate, and a copy of their certificate attesting to their successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act. If applicable, the applicant shall furnish any Military Service Records, including Discharge Papers (DD Form 214). Applicants shall also provide a certified copy of their associate's degree in criminal justice or law enforcement or bachelor's degree from an accredited college or university.

Any false statements, misrepresentations, or omissions, 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 and bar to employment.

SECTION 3 – AGE REQUIREMENTS

Age limitations do not apply to lateral entry applicants.

SECTION 4 – NOTICE

A position announcement advertising the process will be placed a minimum of three (3) weeks prior to the scheduled testing process. Basic requirements and contact information will be provided in the position announcements. The Police Department shall continue to focus on recruiting the most qualified applicants with an emphasis on the Department's diversified hiring practices.

SECTION 5 –HIRING PROCESS

Upon the request of the Chief of Police and approval of the Commission appointments to the position of Police Officer may be made through lateral appointment. The lateral appointment procedure includes the following phases:

- A. Completion of an employment application to the Police and Fire Commission
- B. A pre-screening of applicant
- C. Character background investigation
- D. Polygraph examination
- E. Oral interview – at convenience of Commission (70% minimum passing score)
- F. Post offer examinations including but not limited to: physical agility test, psychological evaluation, medical examination, vision screening and drug screening.

Each phase of the process is pass/fail and required to proceed to the next.

SECTION 6 – LATERAL ENTRY ELIGIBILITY LIST

- A. The Board shall prepare a police officer lateral entry eligibility list at such time as the testing process is enacted by recommended need. The list will be active for twelve (12) months before being recreated, and may be extended with Board approval. Candidates can reapply annually. This list will be used in parallel to the eligibility list of candidates identified in Chapter III of these Rules. Candidates can be on both lists. Applicants will be rank ordered on the list, to a maximum of ten (10) eligible individuals annually. No additions will be made to the list during the year.
- B. The Candidate must be a full time police officer for 12 months in another law enforcement agency to apply.
- C. Out of state candidates must meet Illinois Law Enforcement Training Standards Board requirements.
- D. The Board will automatically add preference points to a lateral entry candidate's score prior to placement on the eligibility list as required by law.
- E. A dated copy of the lateral entry eligibility list will be sent to each person appearing thereon. When candidates are stricken from the eligibility list, copies of the updated list will be sent to each person appearing on the list.

SECTION 7 – PREFERENCE POINTS

Under §10-2.1-8 and §10-2.1-9 of the Act, any applicant who qualifies, or is otherwise entitled to military or educational preference points shall be awarded five (5) points to their final grade average. The statutes further state that the preference points awarded under this section shall not be cumulative.

SECTION 8 – SELECTION

- A. When the Board receives a written request for appointment of a probationary police officer made by the Village, applicants may be chosen from either Eligibility List in accordance with these rules.
- B. In the case of a lateral entry candidate, a conditional offer of employment shall be made only to the most qualified candidate of the top five candidates on the lateral transfer eligibility list, but not necessarily the first person on the list, as determined by the Board, in consultation with the Chief of Police or his designee, based upon an evaluation of the following qualifications at minimum:
 - 1. Law enforcement experience;
 - 2. Law enforcement training beyond the Basic Law Enforcement Course;
 - 3. Training and experience in specialty law enforcement functions;
 - 4. Background investigation; and
 - 5. Oral interview.

If the top candidate is not selected, the Chief of Police shall provide reasons for such selection. Selection is subject to final approval of the Board.

- C. If a conditional offer of employment is extended, a lateral entry applicant must pass a psychological examination, and a thorough medical examination (which shall include a drug screen and tests of the applicant's vision and hearing). Such examinations shall be without expense to the applicant. Examinations will be administered, scored, evaluated and interpreted in a uniform manner. No examinations shall contain questions regarding applicant's political or religious opinions or affiliations.
- D. The Board may conduct an exploratory discussion of matters identified by professional examinations and/or tests, which bear on the applicant's character and background.
- E. The Board may strike from either list of eligibles, any candidate who fails to meet the standards set forth for original entry. In addition, any person who is discovered to have made false representation in any document or examination or who aids in committing such fraud, to gain a position on the list shall be stricken from the list of eligibles.

SECTION 9 – PROFESSIONAL EXAMINATIONS AND TESTS

- A. Psychological Examination - Each applicant for original appointment shall submit to a psychological examination by such psychologist or psychiatrist as the Board may designate. Failure of the applicant to take or successfully complete such test shall eliminate him or her from further consideration.

- B. Polygraph Examination - Any applicant for original appointment to the Police Department of the Village of Buffalo Grove, Illinois, shall be required to submit to a polygraph examination at such time and place as the Board may designate. Failure of the applicant to take or successfully complete such test shall disqualify him or her for the position of police officer. The results of the polygraph examination shall not be singularly used to disqualify a candidate; however, they may be used to assist in focusing further background checks or in conjunction with other pre or post test interviews together with other information or lack of information to support decisions relevant to employment status.
- C. Drug Screen – Any applicant for original or lateral appointment to the Police Department of the Village of Buffalo Grove, Illinois, shall be required to pass a drug screening test to establish the applicant’s fitness to perform the duties of police officer. Said drug screening test shall be arranged for by the Board. Failure to pass the drug screening test shall disqualify an applicant from appointment and the applicant’s name shall be stricken from the eligibility list.
- D. Medical Examinations – All medical examinations shall be performed by a licensed physician. If a candidate is found to be physically unable to perform any essential function of the job as a police officer he or she shall be stricken from the eligibility list.

SECTION 10 – APPOINTMENTS

Vacancies shall be filled by the Board in the manner that it deems to be in the best interest of the Village. No applicant shall be eligible for appointment unless he or she has met all requirements previously listed

SECTION 11 – PROBATIONARY APPOINTMENT

- A. All original appointments to the police department shall be for a probationary period of eighteen (18) months. The probationary period shall commence as of the first date said individual is sworn in with the department and ends when the Board receives notification from the Chief of Police to remove the officer from probationary status and when the probationary appointment is satisfactorily terminated by the Board.
- B. Probationary employees may be summarily dismissed and are not entitled to the protection afforded to non-probationary officers by statute, these rules, or Collective Bargaining Agreement

CHAPTER VII – FIREFIGHTER / PARAMEDIC APPOINTMENT

Section 1 – Selection

At such time as a vacancy for Firefighter/Paramedic is pending and the position is authorized for hire, the Board will authorize selection from the Final Eligibility Register in rank order of the next available eligible on the list.

All vacancies in the Fire Department shall be filled by eligibles from the Final Eligibility Register in the order in which their names appear on the register, and as such establishes seniority. Applicants for Firefighter/Paramedic shall be appointed from the Final Eligibility Register in descending order. Notwithstanding anything to the contrary contained within these Rules, the Board may, at its discretion, bypass a higher ranking candidate and appoint a lower ranking candidate if, in the Board's opinion, the lower ranking applicant is more qualified for the position and that applicant's name appears within the top 5% of the names remaining on the list or, if there is less than 100 names remaining on the list, the applicant's name is within the top 5 names remaining on the list.

The selected eligible will then begin the professional examination process as defined in Section 9 of Chapter III of these Rules.

Section 2 – Physical Ability Verification

If an applicant on the Final Eligibility Register has not been appointed to a Firefighter/Paramedic position within one year after the date of his or her physical ability examination, the candidate must retake the physical ability component prior to his or her appointment, demonstrating his or her ability to perform the requirements as defined by law.

Section 3 – Appointment

Upon successful completion of the examination process, an applicant offered regular employment as a Firefighter/Paramedic will be scheduled for a swearing in ceremony.

Section 4 - Oath of Office

Before entering upon his or her duty, an eligible for the Fire Department shall take an oath of office.

The Board may make a temporary appointment of an eligible whose employment as a member of the Fire Department under this section is pending. An eligible who receives such a temporary appointment must take an oath of office and be permanently appointed within no more than sixty (60) calendar days of the date of temporary appointment.

Section 5 - Certificate of Appointment

Upon appointment as a Firefighter/Paramedic, the Board shall issue a certificate of appointment in such form as may be adopted by the Board, which shall be signed by the Chairman of the Board and attested to by the Secretary.

Section 6 – Probationary Appointment

- a. All original appointees to the Fire Department shall be on probation for a period of twelve (12) months. The probationary period of newly appointed firefighters will commence when the new appointee reports for work with the department. The probationary period will be completed with approval of the Board upon written recommendation of the Chief of the department.
- b. Should a newly appointed Firefighter/Paramedic have successfully completed training in accordance with the Office of the Illinois State Fire Marshall's Division of Personnel, Standards and Education as a Basic Operations Firefighter prior to employment with the Village, the Board may, on written recommendation from the Fire Chief, reduce the probationary period.
- c. During the probationary period, an original appointee may be dismissed without a hearing before the Board if the Chief of the department presents recommended reasons to the Board in writing showing how the officer has failed to demonstrate the ability and qualifications necessary to furnish satisfactory service, and the Board agrees to approve the recommendation and offers written notice of such action to the Chief of the department. Probationary officers 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.
- d. In the event that a probationary Firefighter/Paramedic is absent and/or on leave for any reason for a period of four (4) weeks or more during the first nine (9) months of probation, the Board may, upon written request of the Chief of the department, extend the employee's probationary period. If the Board approves an extension, such extension shall be for a period exactly equal to the duration of the employee's absence and/or leave.

Section 7 – Certification

Final certification of probationary Firefighter/Paramedics shall be subject to successful certification as a Basic Operations Firefighter as designated by the Office of the Illinois State Fire Marshall's Division of Personnel, Standards and Education, as well as successfully completing all requirements of the department field training program within the prescribed probationary period. Inability to successfully complete the probationary requirements shall be grounds for dismissal.

CHAPTER VIII - PROMOTIONAL EXAMINATIONS - POLICE SERGEANT

Section 1 – General

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

Candidates for promotion to Police Sergeant must have served a minimum of three (3) full years of service as a Buffalo Grove Police Officer in order to test for promotion to the next higher rank.

No person shall be examined for promotion unless the individual meets service, education, certification/licenses and any other prerequisites as may, from time to time, be established by the Board, or in conformance with Illinois Compiled Statutes, as amended from time to time, and collective bargaining agreements in place.

The Board will offer a one (1) year notification announcing the Police Sergeant promotional testing cycle with all components and dates, based on the expiration date of the current promotional eligibility register.

Section 2 – Application

The Board shall develop for each testing cycle an application process, which will define a schedule of dates for the completion of each element of the examination program. As part of this application process, materials to be utilized as resource for the written examination will be outlined. Each police officer desiring to participate in the promotional process for Police Sergeant shall fulfill the elements as prescribed in the published application process materials.

Section 3 – Examinations

- a. The Board shall provide for promotion in the Police Department on the basis of performance on a Written Examination and Subjective Evaluation (oral interview, assessment, and command potential rating), as well as Ascertained Merit and Seniority in service. All examinations for promotion in the Police Department shall be competitive among such eligible members of the next lower rank as desire to submit application for promotion. The promotional process for Police Sergeant will be conducted in accordance with the provisions as specified within any collective bargaining agreement that may be in place at the time of the testing process.
- b. The subject matter for examination components shall be such as will fairly test the capacity of the promotional applicant to discharge the duties of the position to which application is made.

- c. Examinations will be conducted under the supervision of the Board to preserve the integrity of the examination process and to ensure that all requirements of the promotional process are job-related and non-discriminatory. The Board, at its discretion, may utilize outside vendors to conduct any element of the examination process, in compliance with agreements in place and these Rules.
- d. As governed by collective bargaining agreements in place at the time of the promotional process, the inclusion or exclusion of outside monitors may be defined.
- e. All police officers who submit themselves to examination as Police Sergeant will be graded according to the following schedule:

Orientation	0%
Oral Interview	20%
Assessment Center	25%
Command Potential Rating (CPR)	25%
[designed to judge the candidate's potential for the next higher rank]	
Written Examination	20%
Seniority	5.0%
[1/2% per year for a maximum of ten (10) years, based on the due date of the application as the first component of the process.]	
Ascertained Merit	5.0%
[A.A.S. or A.S. = 2.5%, B.S. or B.A. = 5.0% - maximum combined score may not exceed 5.0%]	
Maximum Grade	100% (Minimum grade required - 70%)

The order of testing components of the promotional process shall be the Orientation, Seniority, Ascertained Merit, Oral Interview, Assessment Center, Command Potential Rating (CPR), and the Written Examination. Elements and scoring of the elements may be subject to collective bargaining agreements in place at the time of the promotional process.

- f. Should the Board contract an independent testing agency to administer the Assessment Center for the Police Department promotional process, assessors from said agency must decline participation in the process if within the last seven (7) years there exists a meaningful personal or meaningful employment relationship with a candidate testing for promotion. Mutual Aid, training or any other special deployment assignments are not considered to be employment relationships. Police Department staff or employees will not be part of the Assessment Exam scoring process and will only function in support roles as necessary. The Assessment Exam will be conducted according to statutes in place at the time of said exam.
- g. For the Written Examination, Oral Interview and Assessment Center, each police officer applicant for promotion must be present at the designated testing site at the time designated for the examination to be held. Any candidate who is not so

present will be disqualified from further consideration, unless so authorized by the Board.

- h. The Board will purchase written examination materials for the promotional process from a certified testing agency. Test questions will be formulated based on the bibliographical reading list designated for the promotional process being conducted. Administration of the written examination will be controlled according to the standards established by the independent testing agency. Administration of the written examination may be contracted for delivery by the independent testing agency, or administered in compliance with standardization policy by members of the Board. Scoring may also be contracted through the independent agency, or completed by the Board, utilizing scoring procedures as established by the testing agency for test development.
- i. Candidates participating in the examination process will be advised of the scores for individual components of the process within fifteen (15) calendar days of scoring completion of that process, where feasible. Postings will be provided indicating scores by numerical identification assigned to each participating candidate.
- j. 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 herewith determines a policy of extending the examination successively through all the orders of rank in the services in an endeavor to qualify suitable eligible or eligibles for the vacancy or vacancies existing before extending the examination to the general public.

Section 4 – Eligible Promotional Register

The Board will prepare, post and maintain an Eligible Promotional Register of the police officers successfully passing all examinations for promotional appointment. Candidates shall take rank upon the Eligible Promotional Register in the order of their relative excellence as determined by examination by combining examination component scores and any applicable credit points approved. A final overall grade of 70% is required to be placed on the Promotional Register. Ranked order on the Eligible Promotional Register shall determine seniority when more than one promotion occurs on the same date.

For the position of Police Sergeant, the Eligible Promotional Register will remain in force for three (3) years from the date of posting, or until the list is exhausted. All promotions shall be made from the three (3) eligibles having the highest ranking.

Military credit shall be applied as prescribed by Illinois Statute. The maximum total veteran's preference points that can be awarded to a promotional candidate is 3.5 points. All claims for points will be based on the Rules and Regulations of the Board of Fire and Police Commissioners. Military credit shall be claimed within ten (10) calendar days after the posting of a Preliminary Promotional Register. Failure to claim such veteran credit within the timeframe outlined will constitute a waiver of credit availability during the applicable testing cycle. Veteran credit approved will be added to the

candidate's examination total score prior to the posting of the Eligible Promotional Register.

Veteran credit may not be claimed if such credit was previously applied in conjunction with a previous promotion in rank.

Section 5 – Appointment and Oath of Office

Upon notice from the appropriate Village authority that a promotional vacancy exists, the Board shall select the individual to be promoted in the manner specified in this Chapter VII. A member of the Police Department who is promoted under these Rules and Regulations shall take office at a date selected by the Board, and shall take an oath of office on that date. The Board shall issue a certificate of appointment in such form as may be adopted by the Board, which shall be signed by the Chairperson of the Board and attested by the Secretary of the Board.

The Board may make a temporary appointment of a member of the Police Department whose promotion under this Chapter is pending. A member of the Police Department who receives such a temporary appointment must take an oath of office and be promoted within no more than sixty (60) calendar days of the date of temporary appointment.

Section 6 -- Promotional Performance

A member of the Police Department who is promoted under these Rules and Regulations shall be on probation for a period of twelve (12) months. The probationary period will commence with the swearing of the oath of office. Time served on probation, whether continuous or not, shall be credited upon the period of probation. The probationary period will be completed with approval of the Board upon written recommendation of the Chief of the department.

During the probationary period, the officer may be returned to his previous rank without a hearing before the Board if the Chief of the department determines that the officer has failed to demonstrate the ability and qualifications necessary to furnish satisfactory service at the higher rank. The Chief shall notify the Board in writing of such action.

In the event that a promotional probationary employee is absent and/or on leave for any reason for a period of four (4) weeks or more during the first nine (9) months of probation, the Board may, upon request of the Chief of the Department, extend the employee's probationary period. If the Board approves an extension, such extension shall be for a period exactly equal to the duration of the employee's absence and /or leave.

Section 7 - Right of Review

- a. A member of the Police Department shall have the right to request a review of an adverse decision concerning his or her eligibility for or appointment to a promotional vacancy. Requests for review must be filed in writing with the Board according to the following timetable:

- 1) Requests for review of ranking on or omission from an Eligible Promotional Register must be made within seventy-two (72) hours of the posting of the Eligible Promotional Register.
 - 2) Requests for review of an examination result must be made within seventy-two (72) hours of the posting of the examination result.
 - 3) Requests for review concerning the selection of an individual from an Eligible Promotional Register must be made within seventy-two (72) hours of announcement of the selection.
- b. Upon receipt of a request for review, the Board shall review the decision in question. The review shall encompass any elements of the selection process which the Board considers relevant, including any information submitted by the officer requesting review contesting the accuracy and/or validity of the data used in the selection process.
 - c. After completing the review, the Board shall notify the officer requesting review and the Chief of the Department in writing of its findings. If the Board finds that the selection process was flawed, it may at Board discretion order such reapplication, retesting or re-evaluation as may be necessary to correct the element at issue.

Section 8 - Voluntary Relinquishment of Rank

- a. Any member of the Police Department who has been promoted under the provisions of this Chapter VII shall have the right at any time to relinquish that rank and return to his or her previously held Board appointed position. The member must notify the Board in writing of his or her desire to relinquish his or her promotional rank. Said relinquishment shall become effective upon the Board's receipt of said written notice, which will be carried to the Board by the Chief of the Department.
- b. A member who relinquishes a promotional rank shall remain eligible to participate in subsequent promotional examinations for that rank. Time spent in the promotional rank shall be credited to the member's seniority at the lower rank to which he or she returns.

Section 9 – Violations

- a. A person who knowingly divulges or receives test questions or answers before a written examination, or otherwise knowingly violates or subverts any requirement of these Rules and Regulations, commits a violation of these Rules and Regulations and may be subject to charges for official misconduct.
- b. A person who is the knowing recipient of test information in advance of the examination shall be disqualified from the promotion examination or demoted

from the rank to which he or she was promoted, as applicable, and otherwise subjected to disciplinary actions.

CHAPTER IX - PROMOTIONAL EXAMINATIONS - FIRE LIEUTENANT

Section 1 – General

The Board shall administer and provide for promotion in the Fire Department on the basis of ascertained merit, seniority in service, and examination, and shall provide in all cases, where it is practicable, that vacancies shall be filled by promotion. The Board will provide for administration of the fire promotional process in accordance with the Fire Department Promotion Act (50 ILCS 742/1 et seq.) and any collective bargaining agreement in place at the time of the defined promotional cycle.

Candidates for promotion to Fire Lieutenant must have served a minimum of three (3) full years of service as a Buffalo Grove Firefighter/Paramedic in order to test for promotion to the next higher rank.

An applicant for Fire Lieutenant must be certified as an Advanced Technician Firefighter as designated by the Office of the Illinois State Fire Marshal's Division of Personnel, Standards and Education. In addition, an applicant for Fire Lieutenant must have satisfactorily completed all academic coursework and required examinations for certification as a Fire Officer I by the Office of the Illinois State Fire Marshal's Division of Personnel, Standards and Education.

No person shall be examined for promotion unless the individual meets service, education, certification/licenses and any other prerequisites as may, from time to time, be established by the Board, or in conformance with Illinois Compiled Statutes, as amended from time to time, and collective bargaining agreements in place.

The Board will offer a one (1) year notification announcing the Fire Lieutenant promotional testing cycle with all components and dates, based on the expiration date of the current promotional eligibility list.

Section 2 – Application

The Board shall develop for each testing cycle an application process, which will define a schedule of dates for the completion of each element of the examination program. As part of this application process, materials to be utilized as resource for the written examination will be outlined. Each firefighter/paramedic desiring to participate in the promotional process for Fire Lieutenant shall fulfill the elements as prescribed in the published application process materials.

Section 3 – Examinations

- a. The Board shall provide for promotion in the Fire Department on the basis of performance on a Written Examination and Subjective Evaluation (oral interview, tactical, and performance potential rating), as well as Ascertained Merit and Seniority in service. All examinations for promotion in the Fire Department shall be competitive among such eligible members of the next lower rank as desire to submit application for promotion. The promotional process for Fire Lieutenant will be conducted in accordance with the provisions as specified within any

collective bargaining agreement that may be in place at the time of the testing process.

- b. The subject matter for examination components shall be such as will fairly test the capacity of the promotional applicant to discharge the duties of the position to which application is made.
- c. Examinations will be conducted under the supervision of the Board to preserve the integrity of the examination process and to ensure that all requirements of the promotional process are job-related and non-discriminatory. The Board, at its discretion, may utilize outside vendors to conduct any element of the examination process, in compliance with agreements in place and these Rules.
- d. As governed by collective bargaining agreements in place at the time of the promotional process, the inclusion or exclusion of outside monitors may be defined.
- e. All firefighter/paramedics who submit themselves to examination as Fire Lieutenant will be graded according to the following schedule:

Orientation	0%
Oral Interview	15%
Tactical Assessment	25.5%
Performance Potential Rating (PPR) [designed to judge the candidate's potential for the next higher rank]	25.5%
Written Examination	25.5%
Seniority [1/4% per year for a maximum of twenty (20) years, based on the date of the orientation as the first component of the testing]	5.0%
Ascertained Merit [A.A.S. or A.S. = 2.0%, B.S. or B.A. = 3.5% - maximum combined score may not exceed 3.5%]	3.5%
Maximum Grade	100%

The order of testing components of the promotional process shall be the Orientation, Seniority, Ascertained Merit, Oral Interview, Tactical Assessment, Performance Potential Rating (PPR), and the Written Examination. Elements and scoring of the elements may be subject to collective bargaining agreements in place at the time of the promotional process.

- f. Should the Board contract an independent testing agency to administer the Tactical Assessment for the Fire Department promotional process, assessors from said agency must decline participation in the process if within the last seven (7) years there exists a meaningful personal or meaningful employment relationship with a candidate testing for promotion. Mutual Aid, training or any other special deployment assignments are not considered to be employment relationships. Fire Department staff or employees will not be part of the Tactical

Assessment Exam scoring process and will only function in support roles as necessary. The Tactical Assessment Exam will be conducted according to statutes in place at the time of said exam.

- g. For the Written Examination, Oral Interview and Tactical Assessment, each firefighter/paramedic applicant for promotion must be present at the designated testing site at the time designated for the examination to be held. Any candidate who is not so present will receive a zero (0) for that section as a score, unless so authorized by the Board.
- h. The Board will purchase written examination materials for the promotional process from a certified testing agency. Test questions will be formulated based on the bibliographical reading list designated for the promotional process being conducted. Administration of the written examination will be controlled according to the standards established by the independent testing agency. Administration of the written examination may be contracted for delivery by the independent testing agency, or administered in compliance with standardization policy by members of the Board. Scoring may also be contracted through the independent agency, or completed by the Board, utilizing scoring procedures as established by the testing agency for test development.
- i. Candidates participating in the examination process will be advised of the scores for individual components of the process within fifteen (15) calendar days of scoring completion of that process, where feasible. Postings will be provided indicating scores by numerical identification assigned to each participating candidate.
- j. 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 herewith determines a policy of extending the examination successively through all the orders of rank in the services in an endeavor to qualify suitable eligible or eligibles for the vacancy or vacancies existing before extending the examination to the general public.

Section 4 – Eligible Promotional Register

The Board will prepare, post and maintain an Eligible Promotional Register of the firefighter/paramedics successfully passing all examinations for promotional appointment. Candidates shall take rank upon the Eligible Promotional Register in the order of their relative excellence as determined by examination by combining examination component scores and any applicable credit points approved. Ranked order on the Eligible Promotional Register shall determine seniority when more than one promotion occurs on the same date.

For the position of Fire Lieutenant, the Eligible Promotional Register will remain in force for three (3) years from the date of posting, or until the list is exhausted. All promotions shall be made from the three (3) eligibles having the highest ranking.

Military credit shall be applied as prescribed by Illinois Statute. The maximum total veteran's preference points that can be awarded to a promotional candidate is 3.5 points. All claims for points will be based on the Rules and Regulations of the Board of Fire and Police Commissioners. Military credit shall be claimed within ten (10) calendar days after the posting of a Preliminary Promotional Register. Failure to claim such veteran credit within the timeframe outlined will constitute a waiver of credit availability during the applicable testing cycle. Veteran credit approved will be added to the candidate's examination total score prior to the posting of the Eligible Promotional Register.

Section 5 – Appointment and Oath of Office

Upon notice from the appropriate Village authority that a promotional vacancy exists, the Board shall select the individual to be promoted in the manner specified in this Chapter VIII. A member of the Fire Department who is promoted under these Rules and Regulations shall take office at a date selected by the Board, and shall take an oath of office on that date. The Board shall issue a certificate of appointment in such form as may be adopted by the Board, which shall be signed by the Chairperson of the Board and attested by the Secretary of the Board.

The Board may make a temporary appointment of a member of the Fire Department whose promotion under this Chapter is pending. A member of the Fire Department who receives such a temporary appointment must take an oath of office and be promoted within no more than sixty (60) calendar days of the date of temporary appointment.

Section 6 -- Promotional Performance

The Board of Fire and Police Commissioners Division of Chapter 65 of the Illinois Compiled Statutes (65 ILCS 5/10-2.1-1 et seq.) stipulates that promotional appointments are not to be on a probationary basis. The Fire Department chooses to adopt this program, asserting that the ability to perform the duties assigned once promotion has been granted is a function of the management of the department. Agreements in place with a local labor unit may define the process of demotion should performance not merit continued rank, and/or department management and personnel procedures and policies in place may also define levels of performance required to sustain rank. In all cases, performance assessment and action will reside with the Fire Department.

Section 7 - Right of Review

- a. Any affected person who believes that an error has been made with respect to eligibility to take an examination, examination result, placement or position on the promotion list, or veteran's preference shall be entitled to a review of the matter by the Board of Fire and Police Commissioners. Requests for review must be filed in writing with the Board according to the following timetable:
 - 1) Requests for review of ranking on or omission from an Eligible Promotional Register must be made within seventy-two (72) hours of the posting of the Eligible Promotional Register.

- 2) Requests for review of an examination result must be made within seventy-two (72) hours of the posting of the examination result.
- 3) Requests for review concerning the selection of an individual from an Eligible Promotional Register must be made within seventy-two (72) hours of announcement of the selection.
 - b. Upon receipt of a request for review, the Board shall review the decision in question. The review shall encompass any elements of the selection process that the Board considers relevant, including any information submitted by the officer requesting review contesting the accuracy and/or validity of the data used in the selection process.
 - c. After completing the review, the Board shall notify the officer requesting review and the Chief of the Department in writing of its findings. If the Board finds that the selection process was flawed, it may at Board discretion order such reapplication, retesting or re-evaluation as may be necessary to correct the element at issue.

Section 8 - Voluntary Relinquishment of Rank

- a. Any member of the Fire Department who has been promoted under the provisions of this Chapter VIII shall have the right at any time to relinquish that rank and return to his or her previously held Board appointed position. The member must notify the Board in writing of his or her desire to relinquish his or her promotional rank. Said relinquishment shall become effective upon the Board's receipt of said written notice, which will be carried to the Board by the Chief of the Department.
- b. A member who relinquishes a promotional rank shall remain eligible to participate in subsequent promotional examinations for that rank. Time spent in the promotional rank shall be credited to the member's seniority at the lower rank to which he or she returns.

Section 9 – Violations

- a. A person who knowingly divulges or receives test questions or answers before a written examination, or otherwise knowingly violates or subverts any requirement of these Rules and Regulations, commits a violation of these Rules and Regulations and may be subject to charges for official misconduct.
- b. A person who is the knowing recipient of test information in advance of the examination shall be disqualified from the promotion examination or demoted from the rank to which he or she was promoted, as applicable, and otherwise subjected to disciplinary actions.

CHAPTER X – PROMOTIONAL EXAMINATIONS – POLICE LIEUTENANT

Section 1 – General

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

Candidates for promotion to Police Lieutenant must have served a minimum of three (3) full years of service at the rank of Police Sergeant, or, if less than 3 full years as a Police Sergeant, must have served a minimum of 6 years at the rank of Corporal, in order to test for promotion to this next higher rank.

No person shall be examined for promotion unless the individual meets service, education, certification/licenses and any other prerequisites as may, from time to time, be established by the Board, or in conformance with Illinois Compiled Statutes, as amended from time to time, and collective bargaining agreements in place.

The Board will put forth a 6 month notification announcing the Police Lieutenant promotional testing cycle with all components and dates based on the expiration date or exhaustion of the current promotional register.

The method of examination for promotion to Police Lieutenant will be the same as indicated for Police Sergeant (Chapter VIII) except that the testing process will test knowledge and ability related to the requirement of a Buffalo Grove Police Lieutenant. All other requirements of Chapter VII will apply, or as otherwise indicated in this Chapter IX.

Section 2 – Application

The Board shall develop for each testing cycle an application process, which will define a schedule of dates for the completion of each element of the examination program. As part of this application process, materials to be utilized as resource for the written examination will be outlined. Each Sergeant or eligible police officer desiring to participate in the promotional process for Police Lieutenant shall fulfill the elements as prescribed in the published application process materials.

Section 3 – Examinations

- a. The Board shall provide for promotion to the Police Lieutenant position on the basis of performance on a Written Examination and Subjective Evaluation (Oral Interview, assessment center, and Command Potential Rating), as well as Ascertained Merit and Seniority of service. All examinations for promotion in the Police Department shall be competitive among such eligible members of the next lower rank as desire to submit application for promotion. The promotional process for Police Lieutenant will be conducted in accordance with the provisions as specified within any collective bargaining agreement that may be in place at the time of the testing process.

- b. All candidates who submit themselves to examination as Police Lieutenant will be graded according to the following schedule:

Orientation	0%
Oral Interview	20%
Assessment Center	25%
Command Potential Rating (CPR)	25%
Written Examination	20%
Seniority	5%
[1/2% per year for a maximum of ten (10) years at the rank of Police Sergeant, based on the due date of the application as the first component of the process]	
Ascertained Merit	5%
[B.A or B.S. = 3.0%; Master's = 5.0% - maximum combined score may not exceed 5.0%]	
Maximum Grade	100% (Minimum grade required – 70%)

The order of testing for each component of the promotional process shall be the Orientation, Seniority, Ascertained Merit, Oral Interview, Assessment Center, Command Potential Rating (CPR), and the Written Examination. Elements and scoring of the elements may be subject to collective bargaining agreements in place at the time of the promotional process.

- c. Military veteran preference points, if applicable, will be added to the final grade per Illinois Compiled Statute (65 ILCS 5/10-2.1-1 et seq.), upon written request of the candidate. Veteran points may not have been previously utilized to earn promotion to any rank.
- d. The Board may choose at its discretion to include the Chief of the Department in the Oral Interview process, in which case his or her summary score would be combined with all other raters in computation of the average score that represents the examination score for each candidate, based on a 0 to 100 scale.
- e. The Board may contract an independent testing agency to administer any or all elements of the examination program, at its discretion.

Section 4 – Eligible Promotional Register

The Board will prepare, post and maintain an Eligibility Promotional Register of the police officers successfully passing all examinations for promotional appointment. Candidates shall take rank upon the Eligible Promotional Register in the order of their relative excellence as determined by examination by combining examination component scores and any applicable credit points approved. A final overall grade of 70% is required to be placed on the Promotional Register. Ranked order on the Eligible Promotional Register shall determine seniority when more than one promotion occurs on the same date.

The Eligible Promotional Register will remain in force for three (3) years from the date of posting. All promotions shall be made from the three (3) eligibles having the highest ranking. Ranked order on the Eligible Promotional Register shall determine seniority when more than one promotion occurs on the same date.

**CHAPTER XI - HEARING OF CHARGES, REMOVALS, SUSPENSIONS,
AND DISCHARGES**

Section 1 - Hearing of Charges

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

"Counsel" as used herein means one who has been admitted to the Illinois 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" as it relates to the removal, discharge or suspension of any officer of either the Buffalo Grove Police Department or Fire Department shall be construed to mean the just and non-arbitrary Board determination that there exists some circumstance which detrimentally affects and concerns the ability and fitness of the officer to perform the duty imposed upon him or her and such circumstance is one in which both the law and sound public policy recognizes as sufficient to warrant the removal, discharge or suspension of such officer.

"Complainant" as used herein means any person who files a complaint with the Board, alleging that an officer behaved in a manner that was contrary to law, to the rules and regulations of the Department or the Board, or to the good of the service. In the case of an officer's appeal of his suspension by the Chief of the Department, the Chief shall be considered the complainant.

The complainant or appellant initiating any proceedings that call for a hearing before the Board shall have the burden of proof to establish by a preponderance of the evidence that cause exists or that 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 the 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 firefighters by Illinois Compiled Statutes or these Rules.

All hearings shall be public, in accordance with the Open Meetings Act.

At the time and place of a 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 so by the Board or by an interested party. An interested party shall be construed to mean any party having a legitimate stake in the outcome of the proceeding.

All witnesses shall be sworn in by the Chairperson of the Board prior to testifying. The matter will be decided by the Board based upon all the evidence presented at the hearings.

The complainant shall present his or her case-in-chief, including all the evidence, whether by documentation or testimony, which substantiates the charges brought against the respondent or in support of an appeal brought by a suspended fire fighter or police officer. Upon the conclusion of complainant's case-in-chief, the respondent shall present his case-in-chief to the Board, including all the evidence, whether by documentation or testimony, which rebuts the complainant's allegations. Both parties shall have the right to cross-examine witnesses presented by the opposite party.

Matters of discipline for firefighters and/or police officers shall be handled in accordance with the applicable provisions of the Buffalo Grove Personnel Rules; the Rules and Regulations of the Board of Fire and Police Commissioners of the Village of Buffalo Grove; the Village of Buffalo Grove Municipal Code; and applicable collective bargaining agreements.

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 Village Manager and the finance officer of Village 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.

Continuance: A hearing may be continued from time to time upon motion of any party to the proceeding by order of the Board. Absent a stipulation between the parties, granting or refusing to grant a continuance of a hearing is within the sole discretion of

the Board. No hearing shall be continued at the request of any party to a proceeding or their attorneys, unless such request is made either orally to the Chairman of the Board or received in writing at the Board's offices at least three (3) business days before the scheduled hearing date.

Stipulation: 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 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 that they are to produce. Subpoenas will not be issued for anyone residing outside the State of Illinois.

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

Section 4 - Service

Unless otherwise provided, all documents 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 or her last known residence as reflected by the complaint filed with the Board. Proof of service of any document 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 return receipt showing that a paper was mailed by either registered or certified mail, return receipt requested, to the party's address where it was received by the named party.

Section 5 - Filing

All documents may be filed with the Board by mailing them or delivering them personally to the Secretary of the Board at the Village of Buffalo Grove, Illinois. For purpose of these Rules and Regulations, the filing date of any document shall be the date it is received by the Secretary of the Board or his designee, in the event the document is delivered personally or by messenger. In the event a document is forwarded by mail, then the filing date shall be the date that is postmarked on the envelope containing such document.

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, in a 12-point font type.

All papers shall not be larger than 8.5 inches wide by 11 inches long and shall have inside margins of not less than one (1) 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, the attorney's name, address and ARDC# 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 Sunday, then such succeeding day shall also be excluded.

Section 8 - Suspension

The Board may suspend with or without pay any officer of the Fire or Police Department against whom charges have been preferred, pending the hearing of such charges by the Board, but not to exceed one hundred eighty (180) calendar days.

The Chief of the Fire or Police Department may suspend without pay an officer or firefighter of his department for a period of not more than five (5) calendar days, but he must notify the Board in writing within 24 hours of the time of such suspension. Any officer or firefighter so suspended may appeal to the Board for a review of the suspension within five (5) calendar days after notice of such suspension has been provided in writing to the officer, by filing notice of such appeal in writing with the Secretary of the Board. Upon such appeal, a hearing shall be had, and due notice

given to the Chief of the Department who suspended such police officer or firefighter, and to the employee so suspended.

Upon such appeal, the Board may sustain the action of the Chief of the Department, may reverse it with instructions that the employee receive his or her pay for the period involved, may reduce the period of suspension, or may suspend the officer for an additional period of not more than thirty (30) calendar days, or discharge him or her, depending upon the facts presented. The burden of establishing that a suspension is unwarranted shall be upon the individual bringing the appeal.

Section 9 – Discharge or Suspension after the Hearing

Discharge from office, or suspension from service in the Police or Fire Department shall be in compliance with Division 2.1, Board of Fire and Police Commissioners of Chapter 65 of the Illinois Compiled Statutes (65 ILCS 5/10-2.1-1, et seq.), as may be amended from time to time.

Section 10 – Date of Hearing

The time for the hearing of charges shall be set by the Board, within thirty (30) calendar 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) calendar 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 or her after a hearing by the Board, he or she may be removed, discharged, demoted or suspended for a period not to exceed thirty (30) calendar 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) calendar days, demote or discharge him or her depending on the facts presented.

The finding and decision of the Board following a hearing of charges shall be preserved by the Secretary of the Board, and notice of said finding and decision shall be sent to the respondent, the complainant and the Chief of the Department for enforcement. If the finding or decision is that an 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 - Violation of Rules and Regulations

All officers of the Fire and Police Departments shall be subject to the Rules and Regulations of such department, the rules and regulations of the Village as adopted by ordinance, and the Rules and Regulations of the Board, as adopted by ordinance. For the purposes of this section, the term “Rules and Regulations” shall include the published Rules and Regulations of the Service Departments and the Board, as well as

departmental policies, procedures, written directives and orders. 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 13 - Violation of Law

Any violation of any municipal, state, or federal law, by any officer of the Fire or Police Department shall be cause for the filing of charges against said officer.

CHAPTER XII - GENERAL

Section 1 - Other Powers and Duties

The Board of Fire and Police Commissioners shall have such other powers and duties as are given it by the Illinois Compiled Statutes, or by Village ordinance.

Section 2 - Records

Performance appraisals of officers of the Fire and Police Departments shall be available to the Board for reference in promotional examinations or disciplinary hearings.

All written commendations and disciplinary reports shall be reported to the Board of Fire and Police Commissioners and shall be available to the Board for reference in promotional examinations or disciplinary hearings.

Section 3 – 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 or her leave of absence.

Section 4 – Political Contributions

No person in the Police or Fire Departments of the Village of Buffalo Grove, 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 Village of Buffalo Grove, 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 or her official authority or influence to compel or induce any other person to pay or render any political assessment, subscription contribution or service.

CHAPTER XIII - ILLINOIS POLICE TRAINING ACT

Section 1 – Approved Training Courses

By reason of the fact that the Village of Buffalo Grove, Illinois, has adopted the provisions of the Illinois Police Training Act (50 ILCS 705/1 et seq.), all probationary police officers appointed by this Board, who are not certified upon employment, shall take and complete an approved training course within six (6) months of the date of their initial employment, and shall be certified by the Illinois Law Enforcement Training and Standards Board as having successfully completed said course.

Section 2 – Approved Schools

Said certification course shall be taken in an approved school designated by the Chief of the Police Department on such dates as designated.

CHAPTER XIV - ILLINOIS FIRE PROTECTION TRAINING ACT

Section 1 – Adoption

The Village of Buffalo Grove, Illinois, has elected to participate in the programs provided for in the Illinois Fire Protection Training Act (50 ILCS 740/1 et seq.) and has adopted the provisions of said Act.

Section 2 – Paramedic Certification

To be considered for hire as a Firefighter/Paramedic, an individual must be certified as an EMT-P (Paramedic) by the Illinois Department of Public Health by the time a conditional offer of employment is made.

A candidate must submit evidence of his EMT-P (Paramedic) certification at the time a conditional offer of employment is made.

Section 3 – Basic Operations Firefighter Certification

All firefighters appointed by this Board who have not earned or demonstrated a certified rating as a Basic Operations Firefighter shall complete an approved training course within their probationary period, and shall be certified by the Office of the Illinois State Fire Marshal's Division of Personnel, Standards, and Education as having successfully completed said course.

Section 4 – Approved Schools

Said certification course shall be taken in an approved school designated by the Fire Chief of the Department on such dates as designated.