

VILLAGE OF BARTLETT
BOARD OF FIRE AND POLICE COMMISSION SPECIAL MEETING
Tuesday, November 16, 2021, at 4:00 p.m.
Police Department Administrative Conference, 2nd Floor
228 South Main Street

A G E N D A

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC FORUM (CITIZEN COMMENTS)

D. OLD BUSINESS

1. Election of Board of Fire and Police Commission Chairman
2. Election of Board of Fire and Police Commission Secretary
3. Discussion of revisions to the Rules and Regulations of the Board of Fire and Police Commission (Draft revisions attached as Exhibit A)

E. NEW BUSINESS

1. Approval of revisions to the Rules and Regulations of the Board of Fire and Police Commission (attached as Exhibit A), for submission to the Village Board for discussion and final approval.
2. Determination whether Executive (Closed) Session minutes should remain confidential.

F. CLOSED SESSION pursuant to Section 2(c)(21) of the Open Meeting Act

G. ADJOURN

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

ADOPTED: _____

REVISED: _____

PUBLISHED: _____

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**RULES AND REGULATIONS
OF THE
BOARD OF FIRE AND POLICE COMMISSIONERS
OF THE
VILLAGE OF BARTLETT
STATE OF ILLINOIS**

As adopted by the Board of Fire and Police Commissioners of the Village of Bartlett, Illinois, effective _____, 2021.

CHAPTER II - APPLICATIONS

SECTION 1 – NOTICE OF ENTRY LEVEL EXAMINATIONS

When the Board deems it appropriate to conduct an examination for the entry level rank of Patrol Officer, the Board shall publish a notice of that examination on the Village’s Internet website and via other sources as the Board deems appropriate. Such notice must be provided at least two weeks prior to the date of the entry level examination. The Notice will include instructions regarding how to submit an application for employment as an entry-level Patrol Officer.

SECTION 2 – APPLICATION FORMS AND FEES

Entry-level candidates shall submit the required application and application materials at the date, time, manner, and location indicated by the Board or its testing agent. Those materials must include, but are not limited to, the following:

- a) Copies of a high school diploma. The Board will also accept a copy of the applicant’s high school transcript (showing graduation date) or evidence of a G.E.D. equivalence diploma. In cases of applicants who were educated outside the United States, appropriate documentation of a high school level diploma shall be determined on a case-by-case basis.
- b) If electing educational preference points, a copy of an official transcript from an accredited institution of higher learning.
- c) If electing military preference points, a copy of the appropriate military service documents, like a DD Form 214.
- d) A copy of a government-issued birth certificate as proof of citizenship and age. Applicants may submit copies of a U.S. county or state issued birth record, valid U.S. passport, or naturalization papers, as proof of citizenship. Hospital-issued birth certificates will not be accepted.
- e) A copy of a valid driver’s license.

Applications will be filled out on forms furnished by the Board or its testing agent, and applicants must comply with the requirements of that form in every respect, including the submission of any requested documents that establish qualifications for employment. The Board may require the submission of electronic applications as stated in any notice of examination.

All documents submitted to the Board by any applicant become the property of the Village of Bartlett and the Board.

Each applicant must pay an application fee in the amount set by the Board. The Board may adjust the application fee at any time or decide to waive the fee altogether.

It shall be the duty of each applicant to inform the Board in writing of any change in address, email address, or telephone number on his/her application. Failure to properly notify the Board of any change may result in the striking of the applicant's name from the application process, the Primary Eligibility Register or the Final Eligibility Register.

SECTION 3 - MINIMUM QUALIFICATIONS

Applicants for entry-level Patrol Officer positions must meet the following minimum qualifications at the time they submit their applications:

- a) Applicants must be U.S. citizens at the time of the application. OR Applicants must be legally authorized to work in the United States.
- b) Applicants must be at least 21 years of age at the time of their original appointment and have not reached their 35th birthday as of the last date that applications are due. Applicants will be exempt from the age-35 hiring requirement as permitted by 65 ILCS 5/10-2.1-6(a) & (d) and 65 ILCS 5/10-2.1-14, as those statutory Sections may be amended from time to time.
- c) Applicants must possess a high school diploma or equivalent at the time of application.
- d) Every applicant must be of good moral character, and physically and psychologically able to perform the essential job functions of the applied-for position, with or without a reasonable accommodation.
- e) Applicants must possess a valid driver's license at the time of hire.
- f) Applicants must be legally capable of obtaining an Illinois Firearm Owners Identification (FOID) card.

SECTION 4- DISQUALIFICATIONS

The Board may disqualify an applicant at any time before, during, or after the examination process if that applicant:

- a) Has improperly filed an application or failed to comply with the filing instructions by failing to submit all required materials.
- b) Has made inaccurate answers on the application or at any time during the testing process.
- c) Has failed any examination component for the applied-for position.
- d) Is found lacking in any of the minimum qualifications described in Section 3 of this Chapter II.
- e) Has been convicted of a felony, any misdemeanor involving moral turpitude, or any other misdemeanor that, in the judgment of the Board, renders the applicant unsuitable for the applied-for position.
- f) Has engaged in any illegal conduct (regardless of the existence of a conviction), which the Board deems inconsistent with the position of a Patrol Officer.
- g) Has character or employment references that are deemed unsatisfactory.
- h) Has been terminated from public or private sector employment.
- i) Is or has ever been classified by a Local Selective Service Draft Board as a conscientious objector.

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

SECTION 4- RELEASE OF INFORMATION

As part of the application process, the applicant must sign and deliver to the Board or its testing agent a waiver and authorization for the release of information in order to allow the Board or its testing agent to conduct a proper character and background investigation of the applicant.

SECTION 5 – RECORD RETENTION

The records of all applicants shall be securely stored by the Board. The retention and disposition of records of those applicants not selected (including but not limited to background information, medical, psychological and polygraph examinations) shall be retained in accordance with applicable laws, including but not limited to the Illinois Local Records Act (50 ILCS 205/1 *et seq.*).

CHAPTER III – ORIGINAL APPOINTMENT EXAMINATIONS

SECTION 1 – TYPES OF PATROL OFFICER EXAMINATION PROCESSES

When deemed appropriate, the Board may elect to periodically conduct a regular entry-level Patrol Officer examination process (described in Sections 2 – 10 of this Chapter III) and/or a Certified Eligible Lateral Patrol Officer examination process (described in Section 11 of this Chapter III).

SECTION 2 – ENTRY-LEVEL POLICE EXAMINATION ELEMENTS

Applicants who proceed through the regular entry-level Patrol Officer examination process will be subject to the following testing elements:

- a) Testing Elements. The Board may require applicants to attend an orientation session and successfully pass a written examination, oral interview, polygraph examination, and background investigation. A medical examination, drug test and psychological examination will also be required if a conditional job offer is given to an applicant. The sequence of testing may vary at the discretion of the Board. Failure to achieve the minimum passing grade in any component of the examination process disqualifies the applicant from any further participation in the current testing process.
- b) Preference Points. Applicants who have passed their examinations by the required scores shall be eligible for preference points as described in 65 ILCS 5/10-2.1-8 and 10-2.1-9(a), as those statutory Sections may be amended from time to time.

SECTION 3 - WRITTEN EXAMINATION

A written examination shall not contain any questions regarding an applicant's political or religious opinions or affiliations. Applicants must attain a passing score on the written examination (as established by the Board at the beginning of the process) in order to continue with the entry-level Patrol Officer testing process. Candidates who fail to achieve a passing grade will be notified in writing and eliminated from the current testing process. All written examination papers and materials shall be and remain the property of the Board and the grading thereof by the Board or its testing agent shall be final and conclusive and not subject to review by any other board, tribunal, or court of any kind or description.

SECTION 4 - INITIAL ELIGIBILITY LIST

The Board will prepare an Initial Eligibility List of the candidates who attended the orientation session (if required), and successfully passed the written examination with a passing score as established by the Board. Candidates shall be placed on the Initial Eligibility List in order of their relative excellence as determined by their written examination scores without the application of any available preference points.

The Board shall post a dated copy of the Initial Eligibility List on the Village's Internet website and other locations that the Board deems appropriate. The list shall include the final grades of the

candidates on the written examination, subject to claim for preference points. A dated copy of the Initial Eligibility List shall also be sent to each candidate whose name appears thereon to the U.S. Postal Service address or email address provided in the application.

SECTION 5 - PREFERENCE POINTS

Candidates on the Initial Eligibility List described in Section 4 of this Chapter III shall be eligible for only military and educational preference points pursuant to 65 ILCS 5/10-2.1-8 and 65 ILCS 5/10-2.1-9(a), as those statutory Sections may be amended from time to time. The total number of military and educational preference points for each eligible candidate on the Initial Eligibility List will be five (5), regardless of the number of categories for which the candidate qualifies. For example, a candidate who has a bachelor's degree from an accredited college or university as well as sufficient military experience will only be eligible for a total of 5 points. No other preference points described in 65 ILCS 5/10-2.1-8 and 65 ILCS 5/10-2.1-9(a) will be offered to candidates.

Candidates who are eligible for any preference points shall make a claim in writing to the Board or its testing agent within ten (10) calendar days after the date the Initial Eligibility List is finalized and posted or such claim shall be deemed waived.

It shall be the responsibility of the candidate to provide evidence of eligibility for the preference points described in 65 ILCS 5/10-2.1-8, as that statutory Section may be amended from time to time. For qualifying military service, acceptable evidence shall be an official Department of Defense document such as a DD 214 Copy #4, DD 214 Copy #1 and proof of honorable service from the Department of Defense such as a DD 256 A/N/AF or other official Department of Defense documentation as deemed acceptable by the Board. Acceptable evidence of qualifying educational documents shall be official sealed college transcripts or other official documentation as deemed acceptable by the Board.

SECTION 6- PRIMARY ELIGIBILITY REGISTER

The Board or its testing agent shall prepare and post a Primary Eligibility Register from the Initial Eligibility List, which shall include any claimed and approved preference points described in Section 5 of this Chapter III. The posting and notification process for this Primary Eligibility Register will follow the process described in Section 4 of this Chapter III. The Primary Eligibility Register shall remain valid for two (2) years after which it will expire and the Board will strike off all remaining names.

Before the aforementioned two-year expiration date, candidates may be selected from the Primary Eligibility Register for the oral interview process described in Section 7 of this Chapter III. Any person on the Primary Eligibility Register who exceeds the age 35 requirement before being appointed as a Patrol Officer shall remain eligible for appointment until the Primary Eligibility Register is exhausted or the Register expires after two (2) years.

SECTION 7 – ORAL INTERVIEW

The Board in its discretion shall periodically select a number of candidates from the Primary Eligibility Register (prior to its expiration date) who will be required to participate in an oral interview that is conducted by the Board and/or its testing agent.

At least three (3) Board members shall participate in the oral interview process of entry-level Patrol Officer candidates selected from the Primary Eligibility Register. The same Board members must conduct all of the oral interviews for each of the Patrol Officer candidates. PROPOSED OPTION: The Board may discuss the candidate's interview performance after his/her oral interview, but shall independently grade each candidate for positions. If a numerical grade is used to evaluate a candidate's oral interview performance, the Board shall submit its individual scores of each candidate to the testing agent, which will calculate an average oral interview score for each candidate.

Candidates must attain a passing score on the oral interview process in order to be placed on the Final Eligibility Register. Candidates who fail to successfully complete the oral interview process will be notified in writing and eliminated from the current testing process.

SECTION 8 – FINAL ELIGIBILITY REGISTER

Candidates who have successfully completed the oral interview process shall be placed upon the Final Eligibility Register in rank order, from highest to lowest total cumulative score. The rank order shall be based upon the candidate's total cumulative score that involves the following weights:

- a) Original written examination score with preference points awarded multiplied by 60%; and,
- b) Oral interview score multiplied by 40%.

Where more than one (1) candidate receives the same number of points, the placement of the tied candidates' names on the Final Eligibility Register shall be determined by lot, in the presence of a quorum of the Board, in whatever means the Board deems appropriate. However, if a candidate who is also a veteran receives the same number of points as another candidate(s), the veteran shall be placed above the other candidate(s).

Any candidate whose name appears on the Final Eligibility Register may decline appointment one (1) time without otherwise altering the candidate's original position on the current Final Eligibility Register. Any candidate who declines a second time may be removed from the Final Eligibility Register by the Board.

A dated copy of the Final Eligibility Register shall be posted on the Village's website and other locations deemed appropriate by the Board, and sent to each candidate whose name appears thereon to the U.S. Postal Service address or email address provided in the application. In the event a Final Eligibility Register is exhausted prior to the expiration of the Primary Eligibility Register, the Board may establish another Final Eligibility Register by following the process described in Sections 7 and 8 of this Chapter III.

The Final Eligibility Register shall remain valid for two (2) years from its posting date, after which it will expire, and the Board will strike off all remaining names. Any candidate placed on the Final Eligibility Register who exceeds the age requirement before being appointed to the police department shall remain eligible for appointment until the Final Eligibility Register is exhausted, or his or her name has been on the register for more than two (2) years.

Nothing contained in the Rules under this Chapter shall be deemed to prevent the Board from initiating examinations for original appointments when a current Final Eligibility Register has not expired.

Any candidate on the Final Eligibility Register may elect to re-enter the examination process, provided, however, that said candidate's final score from the current Final Eligibility Register will expire at the end of a two-year period and that their final score from the most recent Final Eligibility Register will remain in effect for a two-year period following the certification of the Final Eligibility Register of the most recent examination. Any candidate on the original Final Eligibility Register who is not participating in the subsequent Patrol Officer examination process shall have his/her name stricken from the Final Eligibility Register on the two-year anniversary date of his/her placement on it.

SECTION 9 – CHARACTER AND BACKGROUND INVESTIGATION

Before a candidate on the Final Eligibility Register is given a conditional offer of employment, the candidate must successfully pass a character and background investigation, which may include a polygraph examination, that will be graded on a pass/fail basis. The results of a polygraph examination shall not be a single determinant of qualification for employment, but shall be used as an adjunct to the character and background investigation. A candidate who fails to complete and pass the character and background investigation will be notified in writing and eliminated from the current testing process. The Board may select any number of candidates from the Final Eligibility Register to undergo a character and background investigation.

Village police department staff or another investigative agent may be designated by the Board to perform the character and background investigation. As part of this process, candidates shall be required to be fingerprinted. Such fingerprints shall be submitted to the Federal Bureau of Investigation and the Illinois State Police. The investigation may include, but not be limited to, verification of the qualification credentials such as age, citizenship, and driving records. Such investigation may also examine the candidate's work record, criminal conviction history, educational experience, personal references and other factors relating to the candidate's background and life experience. The background investigation may also include a ride along and oral interview with the candidate.

SECTION 10- CONDITIONAL OFFERS OF EMPLOYMENT

Any Patrol Officer vacancy can be filled from the Final Eligibility Register. The Board shall make the appointment from among the three (3) highest ranked candidates (or if there are less than three (3) candidates, from any remaining candidates on the Final Eligibility Register).

Notwithstanding anything to contrary contained within these Rules and Regulations, the Board may, at its discretion, choose to appoint a candidate from (1) the Certified Eligible Lateral Register (described in Section 11 of this Chapter III), or (2) any other lower-ranked candidate on the Final Eligibility Register (described in Section 8 of this Chapter III) who has been awarded a certificate attesting to his/her successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act.

An offer of employment shall be conditioned upon the candidate submitting to and successfully passing a psychological examination and a medical examination (which may include a test of the candidate's vision and hearing, as well as a test to screen for the use of illegal drugs). The extent and scope of these psychological and medical examinations shall be determined by the Board and shall be graded on a pass/fail basis. The Board shall pay for these medical and psychological examinations. Any candidate who fails to complete and pass the psychological and the medical examinations will be notified in writing and eliminated from the current testing process.

SECTION 11 – CERTIFIED ELIGIBLE LATERAL APPOINTMENT PROCESS

At its discretion, the Board may also create a separate, stand-alone Certified Eligible Lateral Register, which is limited to persons who are currently full-time sworn officers of a regularly-constituted police department in any municipality, county, university, or State law enforcement agency, provided they have been certified by the Illinois Law Enforcement Training Standards Board. To qualify for this Register, these applicants must also: (1) be in good standing with his/her current law enforcement agency; (2) have served at least one year with that law enforcement agency beyond the completion of his probationary period; (3) possess skills and abilities that are substantially equivalent to those possessed by a non-probationary Village of Bartlett police officer; and (4) possess all of the qualifications described in Section 3 of Chapter II and are not disqualified pursuant to Section 4 of Chapter II of these Rules and Regulations.

Certified eligible lateral Patrol Officer candidates will be subject to the requirements described in the following Chapters and Sections of these Rules and Regulations:

- a) Chapter II, Section 3 (Minimum Qualifications)
- b) Chapter II, Section 4 (Disqualifications)
- c) Chapter III, Section 2 (Entry-Level Police Examination Requirements)
- d) Chapter III, Section 3 (Written Examination)
- e) Chapter III, Section 4 (Initial Eligibility List)
- f) Chapter III, Section 5 (Preference Points)
- g) Chapter III, Section 6 (Primary Eligibility Register)
- h) Chapter III, Section 7 (Oral Interview)
- i) Chapter III, Section 8 (Final Eligibility Register)
- j) Chapter III, Section 9 (Character and Background Investigation)
- k) Chapter III, Section 10 (Conditional Offer of Employment)

Nothing in these Rules and Regulations are intended to suggest that the Board must administer identical written and oral examinations to eligible lateral applicants.

Notwithstanding anything to the contrary in these Rules and Regulations, the Board may in its discretion fill a vacancy from either the Final Eligibility Register described in Section 8 of this Chapter III, or the Final Certified Eligible Lateral Register described in this Section 11.

CHAPTER IV – PROMOTIONAL EXAMINATIONS

SECTION 1 – GENERAL.

The Board, by its rules, shall provide for promotion in the Police Department on the basis of ascertained merit and seniority in service and examination, and shall provide in all cases, where practicable, that vacancies shall be filled by promotion. All examinations for promotion shall be competitive among such members of the next lower rank as desire to submit themselves to examination. Probationary police officers shall be ineligible to test for promotion during their probationary period. All promotions shall be made from the three (3) individuals having the highest rating, and where there are less than three (3) names on the promotional eligibility register, as originally posted, or remaining thereon after appointments have been made therefrom, appointments to fill existing vacancies shall be made from those names or the names remaining on the promotional register. The method of examination and the rules governing examinations for promotion are specified below. The Board shall strike off the names of candidates for promotional appointment after they have remained thereon for more than three (3) years, provided there is no vacancy existing which can be filled from the promotional register. For the purpose of determining that a vacancy exists, the Board must have received notice from the appropriate corporate authorities to fill an existing vacancy prior to the date the name(s) are to be stricken from a promotional eligibility register. Each weighted component of the examination process shall be based upon a scale of 1 to 100.

- a) The final Promotional Examination score shall be determined as follows:

<u>Examination</u>	<u>Weight</u>	<u>Passing Grade</u>
Written Test	55%	*
Oral Interview/Assessment Center	30%	*
Departmental Merit and Efficiency	10%	N/A
<u>Seniority</u>	5%	N/A

One (1) point per year for each full year of service as a police officer with the Bartlett Police Department as of the date of the written exam, not to exceed 5 points.

- * 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.

- b) 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 eligible for the vacancy or vacancies existing before extending the examination to the general public.
- c) Candidates who are otherwise qualified and have timely requested credit for prior military service, shall be granted veteran's preference points as provided by state statute. Candidates electing military preference points cannot elect the educational preference points as described in subsection (d) below.

- d) Candidates for promotion, upon timely application, shall be awarded preference points for further education as indicated below (all degrees must be awarded by a nationally accredited junior college, community college, college or university):

Associate's Degree	1 point
Bachelor's Degree	2.5 points
Master's, J.D., or PhD Degree	3.5 points.

Candidates can elect additional points only for the highest degree attained. For example, a Candidate who has both a Bachelor's and Master's Degree can elect only 3.5 points. Candidates electing educational preference points cannot elect the military preference points described in subsection (c) above.

SECTION 2 – TOTAL SCORE.

A Candidate's total score shall consist of the combined scores of the merit/efficiency rating, written examination and oral examination plus seniority, veteran's or educational preference points. Candidates shall take rank upon a promotional eligibility register in the order of their relative excellence as determined by their total score. In the event of a tie score, the placement of the tied candidates' names on the eligibility list shall be determined by lot, in the presence of a quorum of the Board, in whatever manner the Board deems appropriate.

SECTION 3 – PROMOTIONAL VACANCY.

Upon notice from the appropriate corporate authority that a promotional vacancy exists, the Board shall select the individual to be promoted in the manner specified in Section 1 of this Chapter IV.

SECTION 4 – STAFF GUIDELINES.

Informal promotional guidance may occasionally be developed to help Police Department staff administer the BFPC's promotional process. Such informal promotional guidance is not intended to supersede the contents of these Rules. Where there is a conflict between the content of this Chapter IV and any informal promotional guidance or Department-promulgated promotional orders, this Chapter IV will control.

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