

**RULES AND REGULATIONS OF THE  
BOARD OF FIRE AND POLICE COMMISSIONERS  
CITY OF PONTIAC  
STATE OF ILLINOIS**

**ADOPTED:**           **December 16, 2013**

**REVISED:**           \_\_\_\_\_

**PUBLISHED:**       **February 3, 2014**

**TABLE OF CONTENTS**

**CHAPTER I - ADMINISTRATION.....**

**CHAPTER II - APPLICATIONS.....**

**CHAPTER III - EXAMINATIONS.....**

**Eligibility List-Police Officer.....**

**Eligibility List-Firefighter.....**

**CHAPTER IV - PROMOTIONAL EXAMINATIONS.....**

**CHAPTER V - ORDER OF RANK, CLASSIFICATION AND  
OATH OF OFFICE.....**

**CHAPTER VI - HEARING OF CHARGES, REMOVALS, SUSPENSIONS AND  
DISCHARGES.....**

**CHAPTER VII - GENERAL.....**

**ATTACH. A- ARTICLE XXVII AGREEMENT BETWEEN THE CITY OF PONTIAC  
AND THE POLICEMEN’S BENEVOLENT LABOR COMMITTEE.....**

**ATTACH. B- SECTION 15.4 AGREEMENT BETWEEN THE CITY OF PONTIAC AND  
THE PONTIAC FIREFIGHTER’S ASSOCIATION LOCAL 3239.....**

**RULES AND REGULATIONS  
OF THE  
BOARD OF FIRE AND POLICE COMMISSIONERS  
OF THE  
CITY OF PONTIAC  
STATE OF ILLINOIS**

As adopted by the Board of Fire and Police Commissioners of the City of Pontiac, Illinois, effective December 16, 2013.

**CHAPTER I - ADMINISTRATION**

**SECTION 1 – SOURCE OF AUTHORITY**

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

**SECTION 2 – DEFINITIONS**

The word “Commission” and/or “Board,” wherever used, shall mean the Board of Fire and Police Commissioners of the City of Pontiac, Illinois. The word “Officer” shall mean any person holding a permanent office in the Police or Fire Department of the City of Pontiac, Illinois. The masculine noun or pronoun includes the feminine. The singular includes the plural, and the plural singular.

**SECTION 3 – OFFICER OF BOARD AND THEIR DUTIES**

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

**SECTION 4 – MEETINGS**

- a) Regular meetings shall be held quarterly, notice shall be posted and meetings shall be open to the public.
- b) 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 Chairman of the Board or any two members thereof. This notice shall contain a brief statement of the business to be submitted for the consideration of the Board at such special meetings, and shall set forth the time and place of such special meeting, and no other business shall be considered at such special meeting unless by unanimous consent of the Board.

- c) During any regular or special meeting, a closed session may be held upon a proper motion made by any single member of the board for the purpose of discussing personnel. Closed sessions may be limited to Board members and such invited persons as the Board may deem necessary. The secretary will record the motion to close the meeting, record the roll call vote of the members on said motion and keep minutes of the closed session. An audio or video record of each closed session will be maintained by the Secretary of the Board and, after a minimum of 18 months, shall be disposed of in accordance with the provisions of the Open Meetings Act.
- d) Public notice of any regularly scheduled or special meeting shall be held in accordance with the Open Meetings Act, Illinois Compiled Statutes, Chapter 5, "120/1-120/5."
- e) If a member is unable to be physically present at a meeting of the Board, whether it be for health-related reasons, the need to conduct personal business or the business of the Board, or due to a personal or family emergency, that member may attend and participate at a Board meeting by telephonic or other electronic means, provided that a quorum of the Board's members are physically present at the meeting and vote to approve the attendance of the missing member(s) by way of telephonic or other electronic means. The minutes of the meeting shall reflect, by name, those members of the Board who are physically present as well as those attending by telephonic or other electronic means. Notice that a board member will be in attendance and participating at a Board meeting, not in person but electronically, shall be provided to the Board's recording secretary or the municipal clerk at least 48 hours prior to the scheduled meeting.
- f) 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 Commission. The Commission 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 Fire and Police Commission.

## **SECTION 5 – QUORUM**

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

## **SECTION 6 – ORDER OF BUSINESS**

The order of business at any meeting shall be:

- a) Call to Order
- b) Roll Call
- c) Public Forum (Citizen Comments)
- d) Approval of Minutes
- e) Correspondence
- f) Chiefs' Reports, Fire then Police
- g) Old Business

- h) New Business
- i) Executive (Closed) Session
- j) Adjournment

## **SECTION 7 – PROCEDURE**

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

## **SECTION 8 – AMENDMENTS**

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

## **SECTION 9 – ANNUAL REPORT AND BUDGET REQUEST**

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

## **CHAPTER II – APPLICATIONS**

### **SECTION 1 – RESIDENCE**

Applicants for examination must be citizens of the United States and/or an alien admitted for permanent residence or lawfully admitted for temporary residence, and who produces evidence of intention to become a citizen of the United States.

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

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

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

The applicant shall furnish with his application, a copy of his birth certificate and may be required and/or requested to furnish Military Service Record, Discharge Papers, Social Security Card, High

School Diploma or G.E.D. Certificate, a copy of his College or University Degree and, if requested, a copy of a certified transcript of his coursework from an accredited College or University.

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

### **SECTION 3 – DISQUALIFICATION**

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

- a) Who is found lacking in any of the established preliminary requirements for the service for which he applies.
- b) Who is physically unable to perform the duties of the position to which he seeks appointment.
- c) Who is addicted to the use of drugs or intoxicating beverages or is found to have taken or used drugs and/or narcotics illegally.
- d) Who has been convicted of a felony or any misdemeanor involving moral turpitude, as specified in § 5/10-2.1-6 of the Board of Fire and Police Commissioners Act.
- e) Who has been dismissed from any public service for good cause.
- f) Who has attempted to practice any deception or fraud in his 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 by his Local Selective Service Draft Board as a conscientious objector.
- k) Who has applied as a police officer and does not possess an associate's degree or the equivalent Military waiver.

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

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

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

## **SECTION – 5 – AGE REQUIREMENTS**

Applicants shall be under 35 years of age at the time of application and at such time as the final eligibility list is posted, unless exempt from such age limitation as provided in Section § 5/10-2.1-6 of the Fire and Police Commissioners Act. Applicants, at such time as they file their application with this board, must be 21 years of age unless exempt from such age limitation as provided in Section § 5/10-2.1-6 of the Fire and Police Commissioners Act. Proof of birth date will be required at time of application.

## **SECTION 6 – NOTICE OF ACCEPTANCE**

The secretary will notify all applicants whose applications have been accepted by the Board to be present for orientation and subsequent examination with an executed Physician’s Certificate that they are physically capable of participating in a strenuous “Physical Aptitude Test.”

## **SECTION 7 – RELEASE OF LIABILITY**

All applicants shall execute and deliver to the Board a release of all liability as the result of taking a “Physical Aptitude Test,” in favor of the City of Pontiac, on a form to be prescribed by the Board.

# **CHAPTER III – EXAMINATIONS**

## **ORIGINAL APPOINTMENTS**

### **SECTION 1 – NOTICE OF EXAMINATIONS**

Examinations shall be held on the dates fixed by the Board and advertised in a local paper, and/or on the municipality’s website in accordance with the Statutes of the State of Illinois. Examinations may be postponed, however, by order of the Commission, which order shall state the reason for such postponement and shall designate a new date for said examination. Applicants shall be notified of the postponement of any examination and of the new date fixed for said examination.

### **SECTION 2 – EXAMINATIONS**

The Board shall call examinations to fill vacancies in the class of service in which vacancies are liable to occur. A call for such examination shall be entered in the Minutes of the Board and shall include a statement of:

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

**SECTION 3 – TYPE OF EXAMINATIONS**

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

**SECTION 4 – EXAMINATIONS – MINIMUM GRADE**

The following examinations may be conducted by the Board. The sequence of testing may vary at the discretion of the Board. Failure to achieve the minimum passing grade in any examination disqualifies the applicant from any further participation. Each weighted component of the examination process shall be based upon a scale of 1 to 100. The Board, at its discretion, may employ a testing vendor(s) to conduct any of the examinations administered pursuant to these rules.

<u>Examinations</u>	<u>% of Total Grade</u>	<u>Minimum Passing</u>
Orientation	-	Attendance Mandatory
Physical Aptitude Test	-	Pass or Fail
Written Test	60% Police 70% Fire	*
Oral Test (Interview)	40% Police 30% Fire	*
Background Investigation	-	Pass or Fail

CONDITIONAL OFFER OF EMPLOYMENT

Polygraph	-	Pass or Fail
Psychological Examination	-	Pass or Fail
Medical Examination	-	Pass or Fail

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

Note: To any person who is entitled to military, educational or law enforcement preference points, whose name appears on the register of eligibles, the Board shall add five (5) points (Sections 5/0-2.1-8 and 5/10-2.1-9) upon request of applicant. Such preference points shall not be cumulative. Firefighter/paramedic preference points shall be awarded in accordance with Section 11 of this Chapter III.

**SECTION 5 – ORIGINAL APPOINTMENT – PHYSICAL APTITUDE TEST**

All applicants may be required to submit themselves to a physical aptitude test. In the event a physical aptitude test is administered, only candidates who have successfully passed the Physical Aptitude Test will be permitted to participate in the written examination.

## **SECTION 6 – ORIGINAL APPOINTMENT – WRITTEN EXAMINATIONS**

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

## **SECTION 7 – ORIGINAL APPOINTMENT – ORAL EXAMINATION**

All Commissioners shall participate in the Oral Examination except wherein one Commissioner is absent due to illness or when matters of an emergency nature preclude his attendance. In no event shall less than a majority of the Commissioners conduct the Oral. Questions shall be asked of the Candidate that will enable the Commissioners to properly evaluate and grade the Candidate on speech, alertness, ability to communicate, judgment, emotional stability, self-confidence, social skill and general fitness for the position. On completion of each Oral Examination the Commissioners will discuss the candidates abilities using the traits listed above. Candidates who fail to successfully complete 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 8 – INITIAL ELIGIBILITY REGISTER – POLICE OFFICER**

- a) The Commissioners will prepare an “Initial Eligibility Register” of the Candidates successfully completing the orientation, physical ability test (if any), written test and oral interview. Candidates shall be placed on the eligibility list in order of their relative excellence as determined by their test scores. The Candidates will be listed in order of excellence based on their final score. This register is subject to change with the addition of any claimed preference points as prescribed in 5/10-2.1-8 and 5/10-2.1-9 (a) of the Act.
- b) The names of the applicants shall be placed upon the official “Initial Eligibility Register” in rank order, highest first. Rank order shall be based upon the applicant’s total cumulative score which shall be calculated as follows:
  - a. Original written test score multiplied by 60%; and,
  - b. Oral interview score multiplied by 40%.
- c) A dated copy of the Initial Eligibility Register shall be sent to each person appearing thereon.

Candidates who are eligible for any preference points, shall make a claim in writing with proof thereof within ten (10) days after the date of the first posting of the initial eligibility list, or such claim shall be deemed waived.

## **SECTION 9 – FINAL ELIGIBILITY REGISTER - POLICE OFFICER**

- a) The Commissioners will prepare a “Final Eligibility Register” which shall include claimed preference points. The names of the applicants shall be placed upon the “Final Eligibility Register” in rank order, highest first. Rank order shall be based upon the applicant’s total cumulative score which shall be calculated as follows:
  - 1) Original written test score multiplied by 60%; and,
  - 2) Oral interview score multiplied by 40%; and.
  - 3) Preference Points
- b) 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.
- c) A dated copy of the Final Eligibility Register shall be sent to each person appearing thereon. This copy shall include the date of expiration of the register (2) years hence.
- d) 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 subsections (a) through (c) above.
- e) Applicants shall be appointed from the eligibility list in descending order. Notwithstanding anything to the contrary contained within these rules and regulations, the Board may, at its discretion, choose to appoint an applicant for a police officer’s position, who has been awarded a certificate attesting to his successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act, ahead of non-certified applicants.
- f) Appointment from the final Eligibility Register is subject to satisfactorily passing or completing an in-depth psychological examination, a polygraph test, background investigation, and a thorough medical examination (which may include a test of the applicant’s vision and hearing, a test for the presence of communicable diseases, as well as a test to screen for the use of drugs and/or narcotics.)

## **SECTION 10 – INITIAL ELIGIBILITY LIST-FIREFIGHTERS**

The names of the applicants shall be placed upon the “Initial Eligibility Register” in rank order, highest first. All scored examinations shall be based upon a scale of 1 to 100.

Rank order shall be based upon the applicant’s total cumulative score which shall be calculated as follows:

- a) Original written test score multiplied by 70%; and

- b) Oral interview score multiplied by 30%.

## **SECTION 11 – FINAL ELIGIBILITY LIST-FIREFIGHTER**

- a) Within ten (10) days after the posting of the Initial Eligibility Register, applicants whose names appear thereon, shall make a claim for preference points. Failure to timely make a claim for preference points shall constitute a waiver thereof. Preference points shall be awarded as follows:
- 1) Military Preference – 5 points. Awarded to applicants who have served a minimum of 12 months on active duty in the service of the U. S. Military and who have either been honorably discharged or, in lieu of an honorable discharge, are still serving in an active or inactive reserve status.
  - 2) Fire Cadet Training in accordance with 10-2.1-6.3 – Zero points.
  - 3) Education Preference – 5 points. Candidates must have an Associate’s Degree in Fire Science or Emergency Medical Services from an accredited Community or Junior College, or a Bachelor’s Degree in any field from an accredited College or University.
  - 4) Paramedic Preference – Zero points. Applicants must be licensed as an EMT-P at the time of application.
  - 5) Experience Points – All persons employed by a municipality who have been paid-on-call or part-time certified Firefighter Basic, State of Illinois or nationally licensed EMT-B or EMT-I, or any combination of those capacities shall be awarded 0.5 points for each year of successful service in one or more of those capacities, up to a maximum of 5 points. Certified Firefighter Advanced and State of Illinois or nationally licensed paramedics shall be awarded one point per year up to a maximum of 5 points. Applicants from outside the municipality who were employed as full-time firefighters or firefighter-paramedics by a fire protection district or another municipality for at least 2 years shall be awarded 5 experience preference points. See Additional Preference below.
  - 6) Residency Points – Zero points.
  - 7) Additional Points – Up to 5 additional preference points may be awarded for unique categories based on an applicant’s experience or background as identified by the Commission.
    - Two (2) points awarded for graduating vocational Fire Science I Program.
    - Three (3) points awarded for graduating vocational Fire Science II Program.

- b) Applicants shall be appointed from the Final Eligibility Register in descending order. Notwithstanding anything to the contrary contained herein, the Commission, at its discretion, may bypass a higher ranking candidate and appoint a lower ranking candidate if, in the Commission's opinion, the lower ranking candidate is more qualified for the position and that candidate's name appears within the top 5% of the names remaining on the list or if there are less than 100 names remaining on the list, the applicant's name is within the top 5 names remaining on the list.
- c) Appointment from the Final Eligibility Register is subject to satisfactorily passing or completing an in-depth psychological examination, a polygraph test, background investigation, and a thorough medical examination (which may include a test of the applicant's vision and hearing, a test for the presence of communicable diseases as well as a test to screen for the use of drugs and/or narcotics). A conditional offer of employment shall be made prior to an applicant submitting to the in-depth psychological examination and the medical exam.
- d) 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 Section 10 above. Names will be stricken from the "Final Eligibility Register" and the Initial Eligibility List after the names have appeared on the original "Initial Eligibility List" in excess of two years.

## **SECTION 12 – PROFESSIONAL EXAMINATIONS AND TESTS**

- a) Each applicant for original appointment shall submit to a Psychological Examination by such psychologist or psychiatrist as the Board may designate. Such examination shall be without expense to the applicant. Failure of the applicant to take or successfully complete such test shall eliminate him from further consideration.
- b) Any applicant for original appointment to the Police or Fire Department of the City of Pontiac, Illinois, may be required to submit to a Polygraph Device Deceptive Test, commonly known as a Lie Detector Test, at such time and place as the Board may designate. Such test shall be given without expense to the applicant. Failure of the applicant to take or successfully complete such test shall disqualify him to enter upon the duties of the office for which the application for examination was filed.
- c) Medical Examinations shall be performed by a licensed physician.

## **SECTION 13 – PROBATIONARY APPOINTMENT**

- a) All vacancies in the Police or Fire Department shall be filled by individuals from the Final Eligibility Registers in the order in which their names appear on the register and having met all requirements previously listed. Pursuant to Section 5/10-2.1-14 of the Board of Fire and Police Commissioners' Act, the Board may choose to appoint a certified police officer applicant ahead of non-certified applicants.

- b) All original appointments to the police department shall be on a probationary basis commencing upon the date an officer first reports for duty as laid out in the agreement between the City of Pontiac and the Policemen's Benevolent Labor Committee.
- c) Any person whose name appears on the Final Eligibility Register may decline appointment once. It shall be the option of the Board, should a candidate decline appointment a second time, to strike from or maintain upon the register the name of such candidate without otherwise altering the candidate's original position on the Final Eligibility Register.
- d) 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 statute or these rules.

#### **SECTION 14 – CERTIFICATION**

- a) Final certification of probationary Police Officers shall be subject to successful completion of the Basic Training Course, as mandated by the State of Illinois, as well as successfully completing all requirements of the departments' field training program within the prescribed probationary period. Inability to successfully complete the course and the FTO program shall be grounds for dismissal.
- b) Final certification of probationary Firefighters shall be subject to successful completion of the Certified Firefighter Basic Training Course as prescribed by the Illinois Fire Protection Personnel Standards and Education Board.

### **CHAPTER IV – PROMOTIONAL EXAMINATIONS**

#### **SECTION 1 – POLICE DEPARTMENT PROMOTIONS**

Promotions within the Police Department are made in accordance with Article XXVII of the Agreement between the City of Pontiac, Illinois and the Policemen's Benevolent Labor Committee. **See Attachment A.**

#### **SECTION 2 – FIRE LIEUTENANT PROMOTIONAL TESTING**

Promotions to the ranks of Fire Lieutenant shall be accomplished in accordance with the Fire Department Promotion Act and as further specified within the current Collective Bargaining Agreement and as subsequently amended between the City of Pontiac and the Pontiac Firefighter's Association Local #3239.

#### **SECTION 3 – PROMOTIONAL VACANCY**

Upon notice from the appropriate corporate authority that a promotional vacancy exists within the Fire Department, the Board shall select the individual to be promoted in the manner specified in Section 2 of this Chapter.

**CHAPTER V – ORDER OR RANK, CLASSIFICATION AND OATH OF OFFICE**

**SECTION 1 – RANK**

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

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

**SECTION 2 – CLASSIFICATION**

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

**SECTION 3 – OATH OF OFFICE**

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

**Oath**

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

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

Signed and Sworn To before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

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

**CHAPTER VI – HEARING OF CHARGES, REMOVALS, SUSPENSIONS AND DISCHARGES**

**SECTION 1 – HEARING OF CHARGES**

- a) Hearings before the Board are not common law proceedings. The provisions of the “Code of Civil Procedure” do not apply to hearings before the Board.

- b) "Counsel" as used herein means: One who has been admitted to the bar as an attorney-at-law in this State.
- c) No rehearing, reconsideration, modification, vacation, or alteration of a decision of the Board shall be allowed.
- d) "Cause" is some substantial shortcoming which renders continuance in employment in some way detrimental to the discipline and efficiency of the public service and something which the law and sound public opinion recognize as cause for the officer or firefighter no longer occupying his position. The right to determine what constitutes cause is in the Board.
- e) The complainant or appellant initiating any proceedings which call for a hearing before the Board shall have the burden of proof to establish by a preponderance of the evidence that cause for discipline exists or that a suspension, previously imposed by the Chief of a department, is unwarranted. Should the question of a crime be involved, the rule of "reasonable doubt" shall not control.
- f) The phrase "preponderance of evidence" is defined as the greater weight of the evidence, that is to say, it rests with that evidence which, when fairly considered produces the stronger impression, and has a greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.
- g) 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 statute or these rules.
- h) All hearings shall be public, in accordance with the Open Meetings Act.
- i) At the time and place of hearing, both parties may be represented by counsel, if they so desire.
- j) All proceedings before the Board during the conduct of the hearing shall be recorded by a court reporter to be employed by the Board.
- k) The records of all hearings will not be transcribed by the court reporter unless requested to do so by the Board or any party of interest.
- l) All witnesses shall be sworn prior to testifying and the matter will be decided by the Board solely on evidence presented at the hearings.
- m) The Board will first hear the witnesses either substantiating the charges which have been made against the respondent or in support of an appeal brought by a suspended firefighter or police officer. Thereafter, the other party may present and examine those witnesses whom he desires the Board to hear. All parties shall have the right to cross-examine witnesses presented by the opposite party.

## SECTION 2 – HEARING PROCEDURE

- a) **Complaints:** In all cases, written complaints shall be filed in quintuple, setting forth a plain and concise statement of the facts upon which the complaint is based.
- b) **Probable Cause:** The Board shall have the right to determine whether there is or is not probable cause for hearing a complaint and may conduct such informal hearings as may be necessary for such purpose.
- c) **Notification of Hearing:** Upon the filing of a complaint in quintuple with the Secretary of the Board, and the determination by the Board of probable cause for entertaining said complaint, the Secretary of the Board shall notify both the complainant and the respondent, either by registered or certified mail, return receipt requested, or personally, of the time and place of the hearing of the charges contained in the Complaint. The respondent shall also be served with a copy of the complaint, and if an Order of Suspension Pending a Hearing is entered by the Board, the respondent, the complainant, the Chief of the Department, the treasurer, comptroller, manager, or other finance office of the municipality shall be notified of the entry of such Order of suspension Pending a Hearing, and be served either personally or by registered or certified mail, return receipt requested, with a copy of such Order.
- d) **Continuances:** The matter of granting or refusing to grant a continuance of a hearing is within the discretion of the Board.
- e) **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 also be stipulated and agreed that in the event, said respondent is to be retained in his position as a result of a decision of the Board following a hearing of the cause, then no compensation shall be paid to said respondent during the period of said continuance.

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

## SECTION 3 – SUBPOENAS

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

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

#### **SECTION 4 – SERVICE**

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

#### **SECTION 5 – FILING**

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

#### **SECTION 6 – FORMS OF PAPER**

- a) All papers filed in any proceeding shall be typewritten or printed and shall be on one side of the paper only.
- b) If typewritten, the lines shall be double spaced, except that long quotations may be single spaced and indented.
- c) All papers shall be not larger than 8-1/2" by 11" with inside margins of not less than one inch.
- d) The original of all papers filed shall be signed in ink by the party filing the paper or by an officer, agent, or attorney thereof and copies thereof provided the opposing party or his counsel.
- e) If papers are filed by an attorney, his name and address shall appear thereon.

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

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

## **SECTION 8 – SUSPENSION**

- a) The Board may suspend any member of the Fire or Police Department, against whom charges have been filed, pending a hearing of the charges by the Board, but not to exceed thirty (30) days, without pay, at any one time.
- b) The Chief of Police or Fire Department shall have the right to suspend any officer or firefighter under his command for a period not to exceed five (5) days, providing no charges on the same offense have been filed and are pending before the Board, and he shall notify the Board in writing within 24 hours of the time of such suspension. Any firefighter or police officer so suspended may appeal to the Board for a review of the suspension within five (5) days after receiving notice of such suspension by filing notice of such appeal in writing with the Secretary of the Board of Fire and Police Commissioners. A hearing shall be had upon such appeal, and due notice given to the Chief of the Department who suspended such firefighter or police officer, and to the employee so suspended. The burden of establishing that a suspension is unwarranted shall be upon the individual bringing the appeal.
- c) Upon such appeal, the Board may sustain the action of the Chief of the Department, may reverse it with instructions that the employee so suspended receive his pay for the period involved, may suspend the employee for a period of not more than thirty (30) days, or discharge him, depending on the evidence presented.

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

- a) Discharge from office, or suspension from service in the Police or Fire Department shall be in compliance with the Fire and Police Commissioner's Act of the State of Illinois, being Division 2, Sections 5/10-2.1-1 through 5/10-2.1-30, inclusive of Chapter 65 of the Illinois Compiled Statutes.
- b) The Board shall, within a reasonable time after the hearing is completed, enter its findings on the records of the Board.

## **SECTION 10 – DATE OF HEARING**

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

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

In case any member of the Fire or Police Department shall be found guilty of the charges filed against him after a hearing by the Board, he may be removed, discharged, demoted or suspended for a period not exceeding thirty (30) days, without pay. Upon an appeal, the Board may sustain the action of the

Chief, may reverse it, in whole or in part, or may suspend the employee for an additional period of not more than thirty (30) days, demote or discharge him depending on the facts presented.

The findings and decision of the Board, following a hearing of charges, shall be preserved by the Secretary, and notice of said finding and decision sent to the officer or firefighter involved and the department head for enforcement. If the finding or decision is that an officer or employee is guilty of charges investigated, and removal, demotion or discharge is ordered, such order of removal, demotion or discharge shall become effective forthwith. (See Section 9 of this Chapter.)

## **SECTION 12 – RULES – CONFLICT**

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

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

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

## **SECTION 14 – VIOLATION OF LAW**

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

# **CHAPTER VII – GENERAL**

## **SECTION 1**

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

## **SECTION 2**

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

### **SECTION 3**

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

### **SECTION 4 – LEAVE OF ABSENCE**

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

### **SECTION 5 – POLITICAL CONTRIBUTIONS**

No person in the Police or Fire Departments of the City of Pontiac, Illinois, shall be under any obligation to contribute any funds to render any political service, and no such person shall do so or be removed or otherwise prejudiced for refusing to do so. No person in the Fire or Police Departments of the City of Pontiac, Illinois, shall discharge or promote or reduce, or in any manner change the official rank or compensation of any other person in such service, or promise or threaten so to do, for withholding or refusing to make any contribution of money or service or any other valuable thing for any political purpose, or in any other manner, directly or indirectly use his official authority or influence to compel or induce any other person to pay or render any political assessment, subscription, contribution or service.

MOTION TO ADOPT RULES AND REGULATIONS

DATED: DECEMBER 16, 2013

Motion to Adopt by: Ron Minnaert

Second by: Jim Drengwitz

<u>Name</u>	<u>Aye or Nay</u>
-------------	-------------------

<u>Ron Minnaert</u>	<u>Aye</u>
---------------------	------------

<u>Jim Drengwitz</u>	<u>Aye</u>
----------------------	------------

Motion Carries

**ATTACHMENT A**

level of discipline if he feels it is warranted. If the arbitrator determines that the disciplinary action is not supported by just cause, the arbitrator shall have the authority to rescind or to modify the action and order that the employee be made whole for any losses incurred as a result of disciplinary action, or portion thereof, that is not sustained by the arbitrator.

Section 26.6. Finality of Decision and Judicial Review. The decision of the Board of Fire and Police Commissioners with respect to any such disciplinary action taken by it shall be final and binding on the employee, the Union, and the City, subject only to an appeal in accordance with the provisions of the Administrative Review Act as provided by the Board of Fire and Police Commissioners Act, 65 ILCS 5/10-2.1-17.

**ARTICLE XXVII**

**PROMOTIONS BY CHIEF OF POLICE**

All promotions in rank within the Department shall be made by the Chief of Police in his discretion rather than by the City of Pontiac Fire and Police Commission. The inclusion of the foregoing provision concerning promotions within the bargaining unit shall not in the future in any way serve as precedent for the negotiation of promotion matters within this Agreement or otherwise.

All promotions will be made by the Chief of Police in accordance with the following principles, rather than by the City of Pontiac Fire and Police Commission.

- (a) Written Examination:
  - (1) Written test designated specifically for promotion by an independent testing agency

- (2) Total point value of 55 (mathematical conversion based on number of questions correctly answered)
  - (3) A minimum score of 70% correct on the written examination shall be considered to be a passing score and shall be required for the officer to advance to the remaining testing and for the officer to be placed on the promotional list to be eligible for promotion.
- (b) Oral Examination
- (1) Administered by the Chief and his staff
  - (2) Consists of questions on current laws and procedures and possible scenarios
  - (3) Scoring: 1 - 18 points
- (c) Merit Score
- (1) Points given by the Chief for ascertained merit and efficiency
  - (2) The Chief may use opinions and evaluations from an officer's immediate supervisors, citizen complaints and commendations, letters of reprimand and suspensions, all information in an officer's personnel file, as well as his own opinions and observations. The Chief may also use an officer's attitude towards his supervisors and department administration and the amount of sick time used.
  - (3) Scoring: 1 - 17 points
- (d) Seniority Points
- (1) Points awarded for years of service on the department
  - (2) Awarded at 1 point per year of service
  - (3) Maximum points awarded: 10

- (e) Veterans Preference Points
  - (1) Points allowed and claimed by the officer that has a minimum of 1 year active duty
  - (2) Veterans points for promotion are given at 7/10 of 1 point for each 6 months on full time active military duty for a period of up to 30 months
  - (3) Maximum total veterans points for promotions is 3.5 points.
- (f) Grievability. The objective portions of the test are subject to review under the grievance procedure. (Written exam scores; seniority; military points). However, the subjective portion (oral exam and merit score) are not subject to review through the grievance procedure.
- (g) Final Eligibility List:
  - (1) Point total
    - (a) Points from written test, oral test, merit score, and seniority are totaled.
    - (b) Officers will be ranked on the initial list according to their point total.
    - (c) Officers wishing to apply military points to their score shall have 10 days from the posting of the initial list to ask that their military points be applied.
    - (d) Should there be no requests for the addition of veterans points, the list shall become final after the 10 day waiting period.
    - (e) Should there be requests for veterans points, the list will be removed at the end of the 10 days, and those officers scores shall be changed to reflect the veterans preference points.

(f) The final list will then be posted.

(h) Selection by the Chief:

- (1) The Chief may select any officer from the top 3 candidates on the list.
- (2) Should there be more than 1 vacancy to be filled, each promotion shall be made singularly, so as to insure that a new name be moved into the third position on the list after each subsequent promotion.

(i) Maintaining a Current List:

- (1) In order to give all officers a chance to test, the Department shall attempt to give a promotional test each year.
- (2) Any officer who has completed his probationary period, or who will complete his probationary period within 1 month of the test date, shall be eligible to take the test.
- (3) Any officer who is currently on a promotional list may also take the test in attempt to improve his score.
  - (a) Should an officer currently on a promotional list elect to take the next promotional exam, the new score shall be used, and the old score forfeited.
  - (b) Officers currently on a promotional list are not eligible to retake the oral test nor can they ask for a new merit rating.
  - (c) Seniority points will be determined by the number of years of service accrued at the time the test was taken.
- (4) The final score from this process is good for 3 years. At the end of the 3 year period, officers may take the entire test again.

**ATTACHMENT B**

**Section 15.4 Promotion / Testing - Rating Factors and Weights.** All examinations shall be impartial and shall relate to those matters which will test the candidate's ability to discharge the duties of the position of Lieutenant.

Until eighteen months after the implementation of an agreed employee evaluation system, the placement of employees on promotional lists shall be based on the points achieved by the employee on promotional examinations consisting of the following four (4) components weighted as specified:

(a)	Written Examination	60%	60PTS
(b)	Seniority	10%	10PT
(c)	Ascertained Merit	20%	20PTS
(d)	Oral Evaluation	10%	10PTS

Eighteen (18) months after the implementation of an agreed employee evaluation system, the placement of employees on promotional lists shall be based on the points achieved by the employee on promotional examinations consisting of the following five (5) components weighted as specified:

(a)	Written Examination	50%
(b)	Seniority	10%
(c)	Ascertained Merit	20%
(d)	Oral Evaluation	10%
(e)	Chief Points	10%

**Section 15.5 Promotion / Testing - Testing Components.**

- (a) Written Examinations. The test shall consist of multiple choice, matching, and true/false questions relevant to the Lieutenant position. Such questions shall not be

disclosed to any of the participants. All study materials shall be distributed in compliance with the Fair Promotions Act.

(b) Seniority Points. All members challenging the exam shall be awarded ½ point for each full year of full time service for a maximum of 10 points.

(c) Ascertained Merit. The following categories shall be considered for purposes of ascertained merit:

1. Fire Officer I Program 10 points each for the following 40 hour courses (Maximum 50 points):

Tactics I/Management I/Management II/Instructor I/ Prevention Principals

2. Required Skills Any employee challenging the promotional exam shall be awarded 5 the points indicated (maximum of 50 points) for each certification or class listed below:

i. Fire Apparatus Engineer (Certification) (5 points)

ii. ~~Arson~~ Fire Investigator ~~I~~ (Certification) (15 points)

iii. ~~Arson Investigator II~~ Fire Ground Safety Officer (Certification) (5 points)

iv. Vehicle & Machinery Operations (Certification) (5 points)

v. HAZMAT Operations (Certification) (5 points)

vi. Vehicle Machinery Technician (Certification) (5 points)

vii. Operations Certification in any of the following technical rescue disciplines (Rope, Confined Space, Structural Collapse, Trench Rescue) (5 points each)

viii. Rescue Diver (5 points)

- ix. SCBA competence course - consisting of a minimum of 24 hrs. through a department recognized training academy. (5 points)
- x. Engine Operations - consisting of a minimum of 24hrs. Through a department recognized training academy (5 points)
- xi. Truck Operations -consisting of a minimum of 24 hrs. Through a department recognized training academy (5 points)
- xii. Rapid intervention Training - consisting of a minimum of 24 hrs. Through a department recognized training academy (5 points)

**Section 15.6 Promotion / Testing - Requirements for Promotional Testing and**

**Promotion.** All examinations for promotional testing shall be competitive among such member of the next lower rank. Department members with less than four years of active, full-time, duty at the date of the examination will be ineligible to test for promotion.

Members must also meet the following educational requirements within one year of being promoted to Lieutenant:

- (a) Fire Officer I or Provisional Fire Officer I certification
- (b) Fire Ground Safety Officer certification

If the member appointed does not hold both of the foregoing certifications upon appointment, the appointment shall conditional and shall only become permanent upon the appointee obtaining both certifications within said one year period. In the event the appointee fails to obtain both certifications within said one year period, the conditional appointment shall terminate and a new appointment shall be made to fill the Lieutenant position. The appointment to Lieutenant of any member who at the time of the appointment holds such certifications shall not be conditional.