

Rules and Regulations of the Board of Police Commissioners

Village of La Grange Park, Illinois

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RULES OF THE BOARD OF POLICE COMMISSIONERS

VILLAGE OF
LA GRANGE PARK

STATE OF ILLINOIS

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RULES OF THE BOARD OF POLICE COMMISSIONERS

VILLAGE OF LA GRANGE PARK STATE OF ILLINOIS

This version of the Rules and Regulations, as adopted by the Board of Police Commissioners of the Village of La Grange Park, Illinois, are effective as of March 3, 2025. These Rules and Regulations replace in total any prior Rules and Regulations.

CHAPTER I. ADMINISTRATION

Section 1-1. SOURCE OF AUTHORITY

These Rules were approved by the Board of Police Commissioners of the Village (the “Board” or “Commission” or “Commissioners”) pursuant to its power and authority derived 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," as amended (65 ILCS 5/10-2.1 *et seq.*).

These Rules apply to the operation, control and administration of the Board, and apply to original appointments, promotions and hearings related to members of the La Grange Park Police Department. These Rules shall not be construed to govern the operation of, or the conduct of the members of the Police Department, unless expressly stated herein and approved by ordinance passed by the Corporate Authorities of the Village of La Grange Park. These Rules are not intended to and shall not be construed as an offer of employment or creating an employment contract. These Rules are subject to change as approved by the Board in accordance with applicable laws. 65 ILCS 5/10-2.1-5.

Section 1-2. DEFINITIONS

For the purpose of these Rules, the following terms shall have the meanings herein ascribed to them:

- A. Act. The Illinois Board of Fire and Police Commissioners Act, 65 ILCS 5/10-2.1-1 *et seq.*
- B. Board or Commission. The Board of Police Commissioners of the Village of La Grange Park.
- C. Board of Trustees. The Board of Trustees of the Village of La Grange Park.
- D. Chiefs or Directors. The Chief of Police for the Village of La Grange Park
- E. Commissioner or Member. A person appointed to the Board.
- F. Corporate Authorities. The Village President and Board of Trustees of the Village.
- G. Department, Police Department. The Department of Law Enforcement Services (or Police Department) of the Village, as appropriate.

- H. Register of Eligibles. This document is also referred to as the Eligibility List.
- I. Rules. The Rules of the Board.
- J. Secretary. The Secretary of the Board or a person designated in writing by the Secretary to perform some or all of the administrative and clerical duties of the Secretary.
- K. Village. The Village of La Grange Park, Cook County, Illinois.
- L. Village Manager. The Village Manager of the Village.
- M. Village President. The Village President of the Village.

The masculine noun or pronoun includes the feminine. The singular includes the plural, and the plural the singular.

Section 1-3. OFFICERS OF BOARD AND THEIR DUTIES

- A. The Board shall also elect a Secretary from one of the current Board members who will serve until such Secretary is replaced, or may employ a person to serve as Secretary. The Secretary shall keep the minutes of all meetings of the Board in a permanent book and shall be the custodian of all forms, papers, books, records and completed examinations of the Board. The Chairperson may appoint a temporary Secretary to fulfill the duties of Secretary on those occasions when the Secretary cannot perform such duties. 65 ILCS 5/10-2.1-20.
- B. The Board shall, in accordance with these Rules, appoint all sworn, full-time members and officers of the Police Department of the Village except the Chief and voluntary, non-salaried, part-time or paid on call personnel. 65 ILCS 5/10-2.1-4.
- C. The Board shall conduct all examinations for entry level positions and promotions, in accordance with these Rules, and the Board shall conduct all hearings on appeals of disciplinary actions issued by the Chief or on charges filed against any fulltime police officer seeking discipline, including suspension or termination. 65 ILCS 5/10-2.1-4; 10-2.1-15 and 10-2.1-17.
- D. The Board shall have such other powers and duties as are given by the Statutes of the State of Illinois or by the Corporate Authorities of the Village by ordinance, provided that the ordinance is consistent with the Act. 65 ILCS 5/10-2.1-5.

Section 1-4. MEETINGS

- A. The Board may meet on the call of the Chairperson or any two (2) members and notice of the date, time and place of the meeting shall be given to each member at least forty-eight (48) hours prior to such meeting, unless the meeting qualifies as an emergency meeting under the Illinois Open Meetings Act, as amended. 5 ILCS 120/ 1 *et seq.* To conduct any hearing involving a disciplinary matter requires three (3) members of the Board to attend the hearing (only one Board member may attend and participate via electronic or telephonic means). Such notice to any member of the Board may be waived and the

presence of all members at any meetings shall be deemed a waiver of the notice of such meeting. The notice of any meeting shall include the agenda of business to be considered or acted upon at such meeting. The business office of the Board is designated at Village Hall, 447 N Catherine Avenue, La Grange Park, Cook County, Illinois 60526, and all meetings shall be held at Village Hall, unless otherwise directed by the Board. 65 ILCS 5/10-2.1-5.

- B. Public notice and the posting of an agenda of all regular and special meetings, whether open or closed to the public, shall be given at least forty-eight (48) hours in advance of the meeting by posting a copy of the notice and agenda at Village Hall, outside the meeting room (if the meeting is held at a place other than Village Hall) and on the Village website. The posting of notice and agenda for emergency meetings at Village Hall and on the website and delivery of the notice and agenda to the Board members and news media shall be completed as soon as practicable prior to the meeting. Such notice shall contain the date, time and place of the meeting. Notice of any regular, special or emergency meeting shall be given to the public and news media (as requested) and the conduct of Board meetings shall be in accordance with the requirements of the Illinois Open Meetings Act, as amended. 5 ILCS 120/ 1 *et seq.*
- C. During any regular, special or emergency meeting, a closed session may be held, as allowed by the Open Meetings Act, upon a proper motion made by any single member of the Board and a roll call vote of the members. Close 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 arrange to have an audiotape recording of the closed session and prepare minutes of the closed session. 5 ILCS 120/ 1 *et seq.* At least two (2) Board members must be physically present at the meeting to conduct business and not more than one (1) member may attend and participate in a meeting via electronic or telephonic means in accordance with the Open Meetings Act and Section 1-21-1 of the Village Code.

Section 1-5. QUORUM

Two (2) members of the Board shall constitute a quorum, except at a hearing of any disciplinary matter involving any officer, when all three (3) members of the Board must attend the hearing (At least two (2) Board members must be physically present and only one Board member may attend and participate via electronic or telephonic means). 65 ILCS 5/10-2.1-5.

Section 1-6. ORDER OF BUSINESS

The order of business at any meeting shall be:

- (1) Call to Order
- (2) Establishment of a Quorum
- (2) Approval of the Minutes
- (3) Public Comments
- (4) Old Business
- (5) New Business
- (6) Next Meeting Date (if applicable)
- (7) Adjournment

Only items listed on the agenda may be acted upon at the meeting. Non-action items can be added to the agenda during a meeting only for purposes of deliberation and discussion, and then may be acted upon at a subsequent meeting if placed on the agenda for that meeting. 5 ILCS 120/ 1 *et seq.*; 65 ILCS 5/10-2.1-5.

Section 1-7. RULES OF ORDER

When these Rules are silent, the parliamentary procedures prescribed in Robert's "Rules of Order" shall be followed as far as applicable. Motions shall be made and seconded verbally by any member of the Board and shall be recorded in the minutes by the Secretary together with the vote tally on any motions. 65 ILCS 5/10-2.1-5.

Section 1-8. AMENDMENTS

Amendments to the Rules of the Board with concurrence of the three (3) members may be made at any meeting of the Board. All amendments shall 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 published in the Village, or if no newspaper is published in the Village, then in a newspaper with a general circulation within the Village. The notice shall specify the date, not less than ten (10) days subsequent to the date of publication, when the Rules shall go into effect. 65 ILCS 5/10-2.1-5.

Section 1-9. ANNUAL REPORT; ANNUAL BUDGET

If requested by the Village Manager, the Board shall submit, prior to the close of each fiscal year, an annual report of its activities and of the Rules in effect and the practical effect thereof to the Village Manager for transmission to the Village President and Board of Trustees. The Board shall, at the same time, submit to the Village Manager for transmission to the Village President and Board of Trustees a budget request for the following Village fiscal year. The budget request shall be limited to those amounts necessary for the conduct of the Board's operations. 65 ILCS 5/10-2.1-19 and 5/10-2.1-21.

CHAPTER II. APPLICATIONS

Section 2-1. ELIGIBILITY TO WORK

- A. Applicants must be eligible to work in the United States as a condition of employment and must provide proof thereof upon request. 65 ILCS 5/10-2.1-5.

Sections 2-2. APPLICATION FORM AND FILING REQUIREMENTS

- A. Applications for a position shall be filed upon forms furnished by the Board, and applicants must complete the application and comply with the requirements of the application in every respect. At the time of filing an application, the applicant shall furnish a certified copy of his or her birth certificate; a certified copy of his or her high school diploma or its equivalent; a copy of his or her transcripts of an accredited college or university listed in the United States Department of Education database or post-high school study, as applicable; an original copy of his or her State of Illinois certifications as applicable; proof of military service and discharge status, including U.S. Government Form DD214,

if applicable,; and all Village-required waivers and other submittals. 65 ILCS 5/10-2.1-6(a) and 6.3(h).

- B. The application for an entry level position in within the Police Department shall be filed with the Board or with an agency or representative designated by the Board. No application will be accepted until notice of an examination for a position has been given and applications will be accepted only during the period designated by the Board in accordance with Section 3-1 of these Rules. The recipient of the application on behalf of the Board shall note on the application the date and time it was received. Each applicant shall be responsible for advising the Board of any changes in his or her address or telephone number or in any information disclosed in the application. 65 ILCS 5/10-2.1-5.
- C. Every applicant must be of good moral character, of temperate habits, of sound health and must be physically able to perform the essential duties of the position. The burden of establishing these facts rests upon the applicant. 65 ILCS 5/10-2.1-5 and 6(j).
- D. A veteran of military service shall furnish with his application a copy of his discharge papers. A false statement made in any certificate which may accompany such application or complicity in any fraud relating to the same, shall be regarded as good cause for exclusion or disqualification from the examination. 65 ILCS 5/10-2.1-12.
- E. **Investigation of Applicant's Background/Waiver.** By making application for a position to the Police Department, each applicant expressly authorizes the Board to conduct a comprehensive investigation into the applicant's history, employment and character to determine that the applicant would not be disqualified under the requirements of these Rules. All applicants shall execute a form authorizing and empowering the Board and its agents to conduct a background investigation of the applicant. 65 ILCS 5/10-2.1-5.
- F. **Driver's License Requirement.** Applicants must have a valid Illinois driver's license at the time of hire. 65 ILCS 5/10-2.1-5.

Section 2-3. DISQUALIFICATION

- A. **Grounds.** The Board, in its discretion, shall refuse to examine an applicant or, after examination, to certify him or her as eligible, or after certification as eligible refuse to retain on the Register of Eligibles, any applicant:
 - 1. Who is found to be unqualified or lacking in any of the established general requirements, or in any special standards established pursuant to Section 2-8 of these Rules, for an entry level position stated in these Rules or in the Act.
 - 2. Who is physically or mentally unable to perform the duties of the position to which he or she seeks appointment, as determined by and in the opinion of a licensed medical physician.
 - 3. Who has been convicted of a felony or any misdemeanor involving moral turpitude as specified in the Board of Fire and Police Commissioners Act.

4. Who has been dismissed from any public service for good cause.
5. Who has practiced any deception or fraud in the applicant's application, supporting information or other submissions to or dealings with the Board, the Department or the Village, or the examination process, including knowingly divulging or receiving test questions or answers before a written examination, or otherwise knowingly violating or subverting any of these Rules or requirements of the Act.
6. Who has omitted material information in his/her application, supporting documents, or other submissions to the Board, the Department or the Village.
7. Who has an unsatisfactory character reference or employment reference or who has an unsatisfactory background check, as determined in the opinion of the Board.
8. Who has a consistent pattern of financial irresponsibility creating a reasonable doubt as to the applicant's ethics, stability, trustworthiness, honesty or moral character.
9. Who has a work record which reveals excessive absences, repeated unexcused tardiness, unremediated misconduct, work performance problems, verified harassment of fellow employees, or any pattern of inability to maintain employment.
10. Who has failed to attend or successfully complete any phase of the testing or examination processes, including the orientation meeting.
11. Who has failed to cooperate in the application process, including but not limited to failure to provide full and complete information, to respond to any request for information, or to provide authorization in order to receive information or records from third parties.
12. Who is physically, mentally or medically unable to perform the essential core duties of the position for which he or she seeks appointment, as set forth in the notice of position availability, as determined by and in the opinion of a licensed medical physician.
13. Who has any physical, mental or medical condition or disorder that would create a safety risk to the applicant or any Village, Board or Department employee or the general public, as determined by and in the opinion of a licensed medical physician, if hired for the position for which he or she seeks appointment.
14. Who has a conviction for a misdemeanor crime of domestic violence, or for any other reason has lost, forfeited or been deprived of the lawful capacity to possess firearms or ammunition (this criteria applies only to police officer applicants).
15. Who has not successfully completed the background examination, who has made admissions during the polygraph examination of criminal conduct or such other conduct that would otherwise disqualify applicant, or who has attempted to influence the results of the polygraph examination in any manner.

16. Who has failed to fulfill any of the requirements for applicants which are set forth in State law, Village ordinance, and these Rules and Regulations.
17. Who is a current user of narcotics, Cannabis Sativae or other dangerous drugs, as defined in 720 Ill. Comp. Stat. 570/100 *et seq.*, not legally prescribed to the applicant by a licensed physician, including having taken an illegal drug identified as a Schedule I, II or III controlled substance in the Illinois Compiled Statutes, 570/100 *et seq.*, and not legally prescribed by a licensed physician within the last ten (10) years.
18. Who has sold an illegal drug identified as a Schedule I, II or III controlled substance in the Illinois Compiled Statutes, 570/100 *et seq.*
19. Who is currently addicted to the habitual use of intoxicating beverages.
20. Who is found to have committed the offense of driving under the influence or driving while impaired or has committed multiple misdemeanor traffic violations exhibiting a total lack of regard for traffic laws.
21. Who is found to not meet the minimum age requirement or to be over the maximum age requirement (cannot meet one of the statutory exceptions to the maximum age requirement of 65 ILCS 5/10-2.1-6) as of the date of application.
22. Who has been classified by the local Selective Service Draft Board as a conscientious objector, or who has ever been so classified.
23. Who has been discharged dishonorably or discharged under circumstances other than honorable (e.g., other than honorable discharge or bad conduct discharge) from military service.
24. Who has failed to fully and truthfully complete all application materials.
25. Who is not legally authorized to work in the United States under federal law or is an individual against whom immigration action has been denied by the U.S. Citizenship and Immigration Services under the federal Deferred Action for Childhood Arrivals (DACA) process.
26. Who is not authorized under federal law to obtain, carry, or purchase or otherwise possess a firearm.
27. Who is otherwise unqualified for service in the Police Department.
28. Who has not completed 60 semester hours of credit at a college or university, preceded by a high school diploma or G.E.D.
29. Who, for a position in the Police Department, does not meet the standards set forth in Subsection 2-8(A, C) or 2-9(A) of these Rules.
30. Who does not have a valid automobile driver's license.

65 ILCS 5/10-2.1-5 and 5/10-2.1-6.

- B. Notification; Hearing. Whenever the Police Chief makes a preliminary finding that an applicant is disqualified under Subsection A of this Section, the Chief shall notify the applicant and the Board of that finding by a letter stating the reasons for the finding. The applicant then, within five (5) days after the date of such notice, may request an opportunity to be heard by the Board. The Board shall set a hearing as soon as practical after receiving such a request. At the hearing, the applicant shall have an opportunity to explain the facts relating to the reasons given by the Chief for the finding of disqualification. At the conclusion of the hearing, the Board shall confirm or vacate the preliminary finding of disqualification and shall notify the applicant of its determination. If no written request for a hearing is made by the applicant, then the Chief's preliminary finding of disqualification shall be deemed confirmed and a final decision of the Board five (5) days after the date of notice. No applicant shall be precluded from continuing in the application and testing process so long as his or her right to review under this Subsection has not been exhausted by either the passage of time or a decision of the Board. 65 ILCS 5/10-2.1-6.

Section 2-4. INCOMPLETE APPLICATIONS

Applicants who submit incomplete applications shall be disqualified from participating in the hiring process, unless the applicant submits an updated, complete application or submits the missing portions of the application prior to the application deadline, or any extended application deadline set by the Board, in its sole discretion. The Board and the Village staff are not obligated to notify an applicant of an incomplete application. The Board is not obligated to extend an application deadline. 65 ILCS 5/10-2.1-5.

Section 2-5. PHYSICAL AND MEDICAL EXAMINATIONS

Applicants for original appointment shall be required to submit to a physical and medical examination by a licensed physician appointed by the Board. These examinations are performed only after a conditional offer of employment is extended to a candidate. 65 ILCS 5/10-2.1-6 and 5/10-2.1-14.

Section 2-6. PHYSICAL REQUIREMENTS

Applicants for the position of Patrol Officer must meet valid standards of health and physical aptitude. Applicants must have vision correctable to 20/20 with glasses, and shall not be color blind. 65 ILCS 5/10-2.1-6.

Section 2-7. AGE REQUIREMENTS

- A. Minimum Age for Police Department. At the time of filing an application for any position in the Police Department an individual must have passed his or her twenty-first (21st) birthday. No person shall be appointed and sworn as a member of the Police Department until he or she has reached twenty-one (21) years of age. 65 ILCS 5/10-2.1-6.
- B. Maximum Age for Entry Level Positions. At the time of filing an application for any entry level position in the Police Department, an applicant for appointment must be less than 35 years old, except as provided in Subsection C below. 65 ILCS 5/10-2.1-6.

- C. Exceptions to Maximum Age Standard. The maximum age limitation in Subsections A and B above does not apply (i) to any person previously employed as a police officer in a regularly constituted police department of (I) any municipality, regardless of whether the municipality is located in Illinois or in another state or to any person who has served as an auxiliary police officer under 65 ILCS 5/3.1-30-20 for at least five (5) years and is under forty (40) years of age, (iv) to any person who has served as a deputy under Section 3-6008 of the Counties Code and otherwise meets necessary training requirements, or (v) to any person who has served as a sworn officer as a member of the Illinois Department of State Police. 65 ILCS 5/10-2.1-6.

Section 2-8. SPECIAL REQUIREMENTS AND QUALIFICATIONS

- A. Special Standards. The Board may set, at the time that it calls an examination, particular standards for eligibility for an entry level position or for promotion positions for which applications are sought if the Board determines that such position requires special qualifications. The Board also may require evidence from each applicant establishing that the applicant meets those particular standards. 65 ILCS 5/10-2.1-5.
- i. Eligibility for Hire. Each police officer candidate shall successfully complete the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act, 50 ILCS 705/1 *et seq.*, as amended, and shall successfully pass all required instruction and certifications administered by a police academy that is certified by the Illinois Law Enforcement Training and Standards Board, as part of the hiring process after a conditional offer of employment is extended to the candidate, subject to the waiver process under Section 5-4(D) of these Rules, in order to be hired or to continue to be employed by the Department.
- B. Fingerprinting. All applicants shall be fingerprinted. 65 ILCS 5/10 2.1-6.1.

Section 2-9. EDUCATIONAL REQUIREMENTS

- A. Police Department Education. No person shall be eligible to apply for a full-time, sworn position in the Police Department unless that person has been awarded (a) a high school diploma or has an equivalent high school education and (b) 60 semester hours of credit from an accredited college or university.

Applicants shall provide a certified copy of any required certificate or degree or school transcript with a completed application form to the Village. 65 ILCS 5/10-2.1-6.

Section 2-10. RELEASE OF LIABILITY

- A. All applicants shall execute and deliver, upon forms furnished by the Board, a release in favor of the Board and the Village, as well as each of their officers, agents and employees, relative to all liability, loss, damage or expense that may arise as a result of or in connection with the applicant's participation in any phase of the testing process. The release will be in the form prescribed by the BFPC Attorney. 65 ILCS 5/10-2.1-5.

Section 2-11. ATTENDANCE AT AND ADMISSION TO EXAMINATION

- A. All applicants who have not been disqualified by the Board shall present themselves for examination.
- B. No person shall knowingly be admitted to an examination who does not meet the minimum qualifications for the position sought. The fact that a person is admitted to any examination shall not be considered as evidence that he or she is qualified or eligible for said position. 65 ILCS 5/10-2.1-5.

Section 2-12. DISCLAIMER OF APPLICANT INTEREST

Neither the filing of an application, nor the acceptance of an application, nor an applicant's satisfaction of the general or special qualifications for filing an application or being admitted to an examination, nor the provisions of Subsection 2-3(B) of this Chapter, nor anything else in these Rules shall be construed as creating any vested, property, or other right or interest in any person to apply for, be examined for, or be appointed to any position in either Department. 65 ILCS 5/10-2.1-5.

CHAPTER III. CALLS FOR EXAMINATIONS

Section 3-1. NOTICE OF EXAMINATIONS

- A. The Board, from time to time and at the request of the Village Manager, shall call examinations to establish and maintain Registers of Eligibles for entry level and promotional ranks in the Departments. A call for such examinations shall be entered in the minutes of the Board and shall include the following information: the time and place where such examinations will be held; that applications will be received until seven (7) days before the beginning of the examination; the rank or ranks to be filled from the resulting Register of Eligibles; and any special eligibility requirements or standards established pursuant to Section 2-8 of these Rules. 65 ILCS 5/10 2.1-13.
- B. Examinations shall be held at times and places and on dates fixed by the Board. Notice shall be given by publication at least two (2) weeks preceding the examination in one or more newspapers published in the Village or, if no newspaper is published in the Village, then in one or more newspapers with a general circulation within the Village, and, in addition, in any other manner required by applicable Village ordinances, rules, or regulations, except that notice of examinations for promotional ranks may be waived in writing by all members of the Department. 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. Applicants shall be notified of the postponement of any examination and of the new date fixed for said examination. 65 ILCS 5/10 2.1-13.

Section 3-2. TYPE OF EXAMINATIONS

- A. The elements of an examination shall be practical in character and shall fairly test the capacity of applicants to discharge the duties of the position to which the applicants seek appointment, No examination shall contain questions regarding the applicants' political or religious opinions or affiliations, and no consideration shall be given to such matters under any circumstances.

- B. The following examinations shall be required as part of the application process or after a conditional offer of employment is extended, as directed by the Board or the Village Administration (65 ILCS 5/10-2.1-5 and 6):
- a. Polygraph Examination (Pre-Offer of Employment): Applicants shall, when required, submit to a polygraph examination. The examination shall be conducted by a testing service, licensed by the State of Illinois, and selected by the Board or the Village Administration staff.
 - b. Background Investigation (Pre-Offer of Employment): Applicants shall submit to fingerprinting and shall provide signed waivers for access to such records as may be required by the Board or the Village Administration staff to conduct a comprehensive background investigation.
 - c. Psychological Examination (Post-Offer of Employment): Applicants shall, when required, present themselves for psychological examinations from a qualified and recognized examiner selected by the Board. These examinations are given to determine a candidate's psychological ability to properly discharge the duties and essential functions of the position for which the applicant seeks employment
 - d. Medical Examination (Post-Offer of Employment): An applicant, on notification of an offer of employment, shall present himself for a medical examination by a licensed physician or medical group designated by the Board or the Village Administration staff. The purpose of the medical examination shall be to determine the candidate's physical ability to perform the duties and essential functions of the position for which the applicant seeks employment.

Section 3-3. THIRD PARTY TESTING

The Board may at its discretion select a third party testing service to conduct any part of the required testing. Prior to conducting any such examinations, the testing firm will present itself before the Board to satisfy the Board of its competency to conduct those examinations. In the event that a firm is selected to conduct more than one phase of the testing process, examinations may be scheduled at the convenience of the applicant and the testing firm on an individual basis rather than scheduling one (1) examination for all applicants at a given time. 65 ILCS 5/10-2.1-5.

Once testing is completed through a testing firm, either the applicant or the testing firm will present to the Board documentation that required testing has been successfully completed. 65 ILCS 5/10-2.1-5.

CHAPTER IV. ELIGIBILITY LISTS AND REGISTERS OF ELIGIBLES

Section 4-1. ESTABLISHMENT OF REGISTER OF ELIGIBLES

- A. Register of Eligibles. The Secretary shall establish and maintain a Register of Eligibles for each rank within each Department, except for the positions of Police Chief, Deputy Police Chief and Commander. A Register of Eligibles shall rank all applicants who have passed all examinations for the stated rank in order of their relative excellence as determined by examination, merit, and preference, but without reference to priority of time of examination. In the event of tie scores, priority in time of filing applications shall determine ranking. 65 ILCS 5/10-2.1-14.
- B. Police Department. Applicants who 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, 50 ILCS 705/1 *et seq.*, as amended, may be given preference in appointment over non-certified applicants in the discretion of the Board on an applicant-by-applicant basis. 65 ILCS 5/10-2.1-14. See, also, Section 4-6 (List of Certified, Sworn Officer Preferred Eligibles (Preferred List)) below.

Section 4-2. INITIAL ELIGIBILITY LIST

- A. Entry Level Positions. Within sixty (60) days after all applicants for the entry level rank, who are placed in a single band on the written examination, have completed all applicable elements of an examination, the Secretary shall prepare and post an Initial Eligibility List of the applicants who passed all of those elements, ranking those applicants in order of their relative excellence. 65 ILCS 5/10-2.1-14.
- B. Promotional Positions. Within sixty (60) days after all applicants for a promotional rank have completed all applicable elements of an examination, the Secretary shall prepare and post an Initial Eligibility List of the applicants who passed all of those elements, ranking those applicants in order of their relative excellence. 65 ILCS 5/10-2.1-14.
- C. The Initial Eligibility. The List is subject to change with the addition of the five (5) preference points as prescribed in 65 ILCS 5/10-2.1-8 and 5/10-2.1-9. See, Section 2-9 (Education Requirements) above and Section 4-3 (Preference Claims) below. A dated copy of the Initial Eligibility List shall be sent to each person listed thereon. In accordance with Section 4-3 below, candidates who are eligible for preference points shall make a claim in writing with proof thereof within ten (10) days after the date of the Initial Eligibility List or such claim shall be deemed waived. 65 ILCS 5/10-2.1-8 through 5/10-2.1-14.

Section 4-3. PREFERENCE CLAIMS

- A. Qualification. An applicant for an entry level may receive preference points if that applicant qualifies for those points under this Section. Not more than a total of five (5) preference points may be awarded to any entry-level applicant for either military preference points or education preference points, provided that a proper and valid claim for a preference has been made and only if the standards for such preferences have been met under the Act and these Rules. 65 ILCS 5/10-2.1-8 through 5/10-2.1-14.
- B. Available Preference Claims—Entry Level. Preference points may be awarded for military service, education, and certain law enforcement and firefighter experience as provided in Sections 10-2.1-8 and 10-2.1-9 and 10-2.1-6.3 (as applicable) of the Act, as amended, subject to these Rules. 65 ILCS 5/10-2.1-5, 8, 9, 6.3 and 12.
- C. Available Preference Claims—Promotional. Preference points may be awarded for military service in the amount of 7/10s of one point for each six (6) months or fraction thereof of military or naval service not exceeding thirty (30) months, as provided in the Act, as amended. No person shall receive a preference for a promotional appointment after that person has received one promotion, during his or her employment by the Departments, from a Register of Eligibles on which he or she was allowed such preference. 65 ILCS 5/10-2.1-10, 5/10-2.1-11 and 5/10-2.1-12.
- D. Time and Method of Claiming Preference—Military Service, Education or Experience. Within ten (10) days after the posting of an Initial Eligibility List, each applicant on that list who may claim preference points for military service, education or experience shall submit his or her claim for that preference in writing to the Board. Claims not made within that 10-day period shall be deemed waived. The applicant, at the time of submitting a claim for a preference, must submit evidence of qualification for that preference. 65 ILCS 5/10-2.1-8 through 5/10-2.1-12.

Section 4-4. ADJUSTED RANKING

- A. Re-Ranking: Conditional Register of Eligibles. After preference additions have been completed, the Secretary shall re-rank the applicants on each Initial Eligibility List according to their scores. Each candidate's order of eligibility as thereupon determined shall be the basis for placement of such candidates on the Register of Eligibles. 65 ILCS 5/10-2.1-8 through 5/10-2.1-12 and 5/10-2.1-14.
- B. Conditional Nature of Adjusted Rankings. The rankings of the applicants placed on the conditional Register of Eligibles are subject to change based on the performance of the applicants on the final elements of the examination at the time that they are administered. Any applicant's position on the conditional Register of Eligibles may be different from that applicant's position on the final Register of Eligibles, including among other consequences the possibility that an applicant may be removed from the Register of Eligibles if he or she does not successfully complete any examination element. 65 ILCS 5/10-2.1-5, 5/10-2.1-8 through 5/10 2.1 12 and 5/10 2.1-14.

Section 4-5. FINAL REGISTER OF ELIGIBLES

After all examination elements are administered and a final order of eligibility is established, the Secretary shall integrate the Initial Eligibility List (or “Conditional Register of Eligibles”) into the final Register of Eligibles for the position for which the examinations were called in such a manner that all applicants are ranked on that Register of Eligibles in the order of their relative excellence as determined by performance on all elements of examination and allowable preference points, but without reference to priority of time of examination. After the transfer of the names of all applicants on an Initial Eligibility List to the final Register of Eligibles as herein required, the Initial Eligibility List shall be abolished and shall be of no further force or effect. A dated copy of the Final Eligibility List shall be mailed via US Mail service by the Board to each person appearing thereon at his or her last known address. This copy shall include the date of expiration of the list. 65 ILCS 5/10-2.1-14.

Section 4-6. LIST OF CERTIFIED, SWORN OFFICER PREFERRED ELIGIBLES (PREFERRED LIST)

If there are qualifying candidates, the Board may prepare and keep a second register of persons who have previously been full-time sworn officers of a regular police department in any municipal, county, university or State law enforcement agency, provided they are certified by the Illinois Law Enforcement Training Standards Board, are currently employed as full-time law enforcement officers in the State of Illinois and have been with a law enforcement agency within the State of Illinois for at least two (2) years as of the application deadline. The candidates on this List shall be ranked in the order of their relative excellence after examination and preference points are applied as determined by the Board. The Board shall give preference to candidates who 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 (50 ILCS 705/1, *et seq.*) in appointment over noncertified candidates. 65 ILCS 5/10-2.1-5 and 5/10-2.1-14. Any person appointed to the Police Department from this Preferred List shall be a probationary, entry level police officer, subject to all of the probationary regulations and probationary period set forth in these Rules, the Village Code and the Village Personnel Manual.

Section 4-7. REMOVAL OF NAMES FROM REGISTER OF ELIGIBLES

- A. Entry Level Registers. The Secretary shall strike from either the Conditional Register of Eligibles or the Final Register of Eligibles for an entry level rank the name of:
1. Any applicant who requests in writing to be removed or may be disqualified pursuant to any provision of these Rules.
 2. Any applicant who has been on the Register of Eligibles for more than two (2) years after the initial posting of such Register, regardless of when all examination elements have been administered and regardless of whether that Register of Eligibles has been integrated with new applicants.
 3. Any applicant who ceases to meet the qualifications for the rank to be filled from that Register of Eligibles.
 4. Any applicant who does not, or cannot, accept the position within ten (10) days after receiving notice of his or her appointment (conditional offer of employment),

except as otherwise provided in Subsection 5-3(B) of these Rules. If the seventh day is a Saturday or Sunday or a federal or State of Illinois holiday, then the seventh day shall be extended to the next day thereafter that is not a Saturday, Sunday, or a federal or State of Illinois holiday. If within thirty (30) days thereafter the candidate so removed furnishes to the Board good and sufficient reason for his failure to accept his appointment, the Board may, at its discretion, restore him to his former position on the Eligibility List, subject to any appointments made in the interim.

- B. Promotional Registers. The Secretary shall strike from either the Conditional Register of Eligibles or the Final Register of Eligibles for a promotional rank the name of:
1. Any applicant who requests in writing to be removed or may be disqualified pursuant to any provision of these Rules.
 2. Any applicant who has been on that Register of Eligibles for more than three (3) years provided there is no vacancy existing prior to the expiration of that three-year period that can be filled from that Register of Eligibles, 65 ILCS 5/10 2.1-15.
 3. Any applicant who ceases to meet the qualifications for the rank to be filled from that Register of Eligibles.
 4. Any applicant who does not, or cannot, accept the position within ten (10) days after receiving notice of his or her appointment. If the seventh day is a Saturday or Sunday, or a federal or State of Illinois holiday, then the seventh day shall be the next day thereafter that is not a Saturday, Sunday, or a federal or State of Illinois holiday.

CHAPTER V. ENTRY LEVEL EXAMINATIONS AND APPOINTMENTS

Section 5-1. EXAMINATIONS FOR ENTRY LEVEL POSITIONS

- A. Examination Elements and Grading. Examinations for an entry level position shall consist of the following elements to be held in the following sequence and shall require the indicated minimum passing grade:

<u>Examination Element</u>	<u>Minimum Passing Grade</u>
1. Orientation (if offered):	Pass
2. Physical Agility Test:	Pass/Fail
3. Written Examination	70%
[Banding may occur at this point; if the banding process is used, only first tier banded applicants will initially be processed by the Board to establish a Final Register of Eligibles / Final Eligibility List. The Board may process one or more subsequent bands to add additional candidates for hire to the Final Register of Eligibles / Final Eligibility List as needed.]	
4. Preliminary Character and Background Investigation	Pass
	5. Oral Interview
	70%
6. Detailed Character and Background Investigation:	Pass

7.	Polygraph Examination:	Pass
To Be Completed After Initial Offers Extended:		
8.	Psychological Examination:	Pass
9.	Medical Examination:	Pass

Maximum Total Points for Written and Oral Examinations: 100

An Assessment Center process may or may not be used as part of any hiring process conducted by the Board or the Village Administrative staff, in their sole discretion.

The failure to achieve the minimum passing grade in any examination element shall disqualify the applicant from any further participation. 65 ILCS 5/10-2.1-5, 5/10-2.1-6 and 5/10-2.1-12.

Section 5-2. ELEMENT DESCRIPTIONS AND PROCEDURES; DEFERRAL.

- A. Element One – Orientation. If offered by the Board, all applicants for an entry level position shall attend an orientation scheduled by the Police Chief and conducted by persons designated by the Board. The failure to attend the orientation shall constitute failure of this examination element. 65 ILCS 5/10-2.1-5.

- B. Element Two – Physical Agility Test. All applicants for an entry level position who have successfully passed all prior elements of the examination shall submit themselves for a physical agility test to be conducted and graded by persons determined by the Board. For current validation and job-related physical aptitude test standards relating to LaGrange Park Police, consult the requirements of the Illinois Police Training Board. 65 ILCS 5/10-2.1-5 and 10-2.1-6.

- C. Element Three – Written Examination. All applicants for an entry level position who have successfully passed all prior elements of the examination shall submit themselves for a written examination. 65 ILCS 5/10-2.1-5 and 5/10-2.1-6.
 - 1. Procedure. The written examination for an entry level position shall be conducted and graded by two or more commissioners or by a testing agency or service designated by the Board. The examination scores shall be banded by the Board or its designee.

 - 2. Finality. All examination papers are the property of the Board and any entity assisting the Board with the examination, and the grading thereof by the Board, or any entity assisting the Board, shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description.

 - 3. Banding: Following the completion of the written examination, the Board may set a maximum number of applicants which will be permitted to participate in the next phase of the examination process, which is called “banding”. When banding is used, the Board shall determine to the best of its ability, after completion of the written examination, the number of applicants who are likely to be hired from the Register of Eligibles being created, based on historical averages and anticipated hiring needs during the term of the Register of Eligibles (the “Anticipated Hire

Number’). From such determination, the Board shall divide the applicants into bands, **the first of which band shall include three times (3x) the Anticipated Hire Number, but not fewer than the lesser of twenty (20) applicants or fifty percent (50%) of the total number of eligible applicants. Subsequent bands shall be designated by the Board from time to time, each of which subsequent bands shall include a number of applicants at least equal to one-half (1/2) of the number of applicants that were included in the first band, or all remaining eligible applicants, whichever is less.** If the above calculation results in less than a full number, then the number of applicants shall be rounded upward. Where the number who achieve the minimum passing grade in any examination exceed the limits set by the Board for the next phase of testing, the applicants with the highest cumulative score from the prior examination phases, up to such limits, shall be permitted to continue with the testing process; provided, where such limits are reached, and there is more than one applicant with the same cumulative score competing for the last available slot, all such applicants shall be entitled to continue in the examination process. 65 ILCS 5/10-2.1-5.

- D. Element Four – Preliminary Character and Background Check. The Police Department shall conduct a preliminary character and background investigation of each applicant for an entry-level position who has successfully passed all prior elements of the examination. The investigation may review, for each applicant, the applicant’s employment history, references, educational background, credit history, litigation history, military record, driving record, neighborhood and community standing and service, and such other data and information pertinent to a proper review and analyses of the applicants. The investigation will also include a review of available data and information related to the applicant’s compliance with the general qualifications and criteria for an entry level position set out in these Rules. All candidates shall furnish to the Board a certified copy of their birth certificate and, when required, a certified copy of their Armed Service record and Honorable Discharge. 65 ILCS 5/10-2.1-5, 10-2.1-6, 10-2.1-6.1, 10-2.1-6.2 and 10-2.1-12. The check may be re-administered at any time after an Initial Eligibility List or a Register of Eligibles is posted if the Board determines that passage of time or other circumstance warrant such re-administration. 65 ILCS 5/10-2.1-5 and 10-2.1-6.
- E. Element Five – Oral Interview. All applicants for an entry level position who have successfully passed all prior elements of the examination shall submit themselves for an oral interview. 65 ILCS 5/10-2.1-5 and 10-2.1-6.
1. Procedure. The oral examination of each applicant shall be conducted by two or more commissioners and, upon request of the Board, by the appropriate Chief and/or Deputy Chief, and, if desired by the Board, an examination facilitator or other interviewers. The examination shall be administered to those applicants who have passed all elements of the process up to this point. At the end of the examination of each applicant, the examiners may discuss the merits of that applicant. Each examiner shall individually grade the applicant. The applicant’s final grade, which shall be computed only after the examination has been administered to all applicants, shall be the average of all of the examiners’ grades.

2. Subjects of Oral Interview. Applicants may be asked questions that will enable the examiners to properly evaluate and grade them on maturity, communication skills, judgment, leadership ability, managerial ability, appearance, demeanor, emotional stability, self-confidence, friendliness, interest in the position, personal fitness for the position, and such other matters as are pertinent to the proper review and analysis of an applicant. Each applicant for a particular examination shall be asked questions in similar areas of inquiry so that the examiners can satisfactorily compare the merits of the applicants.
- F. Element Six – Detailed Character and Background Check. The Police Department shall conduct a detailed character and background investigation of each applicant for an entry-level position who has successfully passed all prior elements of the examination. The investigation may review, for each applicant, the applicant’s employment history, references, educational background, credit history, litigation history, military record, driving record, neighborhood and community standing and service, and such other data and information pertinent to a proper review and analyses of the applicants. The investigation will also include a review of available data and information related to the applicant’s compliance with the general qualifications and criteria for an entry level position set out in these Rules. All candidates shall furnish to the Board a certified copy of their birth certificate and, when required, a certified copy of their Armed Service record and Honorable Discharge. 65 ILCS 5/10-2.1-5, 10-2.1-6, 10-2.1-6.1, 10-2.1-6.2 and 10-2.1-12. The check may be re-administered at any time after an Initial Eligibility List or a Register of Eligibles is posted if the Board determines that passage of time or other circumstance warrant such re-administration. 65 ILCS 5/10-2.1-5 and 10-2.1-6.
 - G. Element Seven – Polygraph Examination. When directed by the Board, each applicant for an entry level position who has successfully passed all prior elements of the examination shall submit to a polygraph examination, commonly known as a lie detector test, at such time and place as the Board may designate. The polygraph examination may consist of an application, pre-test interview, polygraph test, and a post-test interview. An applicant shall be considered to have achieved an adverse result on the polygraph examination if the Board finds the applicant has been deceptive by (1) admitting in a pre-test interview wrongdoing that was not admitted in the applicant’s application or in the course of the applicant’s oral test before the Board, or (2) admitting wrongdoing during the polygraph examination that was not admitted in a pre-test interview, or (3) answering questions during the course of the polygraph test in a manner which the Board determines to be indicative of deception. Results of the polygraph examination shall be submitted to the Board for its evaluation. No candidate shall be disqualified solely on the basis of an unsatisfactory result of the uncorroborated polygraph test. An unsatisfactory result on the polygraph examination may subject the applicant to disqualification or to additional testing, at the discretion of the Board, including but not limited to an additional background and character check, an additional oral test, an additional polygraph test, or any combination of these tests. 65 ILCS 5/10-2.1-5 and 10-2.1-6.

- H. Element Eight – Psychological Examination. When directed by the Board, each applicant for an entry level position who has successfully passed all prior elements of the examination shall submit to a psychological examination to be given by a qualified examiner selected by the Board. The examination shall be designed and administered solely to determine an applicant’s suitability and fitness for the position for which he or she is applying. The examiner shall prepare and submit a report of the examination to the Board for its evaluation. The Board shall determine, based on such report, whether the applicant passed the examination, whether additional psychological examination is necessary, or whether the applicant failed the examination. 65 ILCS 5/10-2.1-5 and 10-2.1-6.
- I. Element Nine – Medical Examination. When directed by the Board, each applicant for an entry level position who has successfully passed all prior elements of the examination shall submit to a medical examination, including without limitation a vision test and drug screening, by a licensed physician designated by the Board. The examination shall be designed and administered for the purpose of determining fitness for, and physical ability to perform, all of the duties of the position sought. A positive result on a confirmatory drug screening examination shall be a sufficient basis for a determination by the Board that an applicant has failed the medical examination. At any point in the examination process, an applicant may be requested to submit evidence of vision sufficient to meet the standards of the Department to which he or she is applying or to submit to a vision examination to determine if his or her vision meets such standards. Each applicant shall be responsible for advising the Board of any changes in his or her physical condition subsequent to the medical examination. The Board may, at its discretion, require an applicant to submit to a follow-up medical examination prior to appointment to a position. 65 ILCS 5/10-2.1-5 and 10-2.1-6.

Section 5-3. ENTRY LEVEL APPOINTMENTS

- A. Basis of Appointment. Appointments to entry level positions for which Registers of Eligibles have been established shall be made in accordance with the Act. 65 ILCS 5/10 2.1-1 *et seq.* After certification to the Board of a vacancy or vacancies in the entry level rank, as designated by the Chief, the Board shall make conditional offers of appointment to fill the vacancy or vacancies to same number of the highest ranking applicants on the Register of Eligibles for that position as there are vacancies plus such additional applicants as the Board deems appropriate. Such offers of appointment shall be conditioned on successful completion by such applicants of each examination element that was deferred pursuant to Subsection 5-1(J) of these Rules.
- B. Acceptance or Waiver of Appointment. An applicant must accept in writing any appointment within the time set by the Board at the time the offer of employment is made. However, an applicant, within seven (7) days after receiving notice of his or her conditional offer of appointment pursuant to Subsection A of this Section, may request a waiver of the right to appointment in writing, signed by the applicant. If the seventh day is a Saturday or Sunday, or a federal or State of Illinois holiday, then the seventh day shall be the next day thereafter that is not a Saturday, Sunday, or a federal or State of Illinois holiday. Such waiver request shall include a statement of the reasons therefor and a request that the Board retain the applicant’s name on the Register of Eligibles. The Board shall review such statement of reasons and determine whether to approve such waiver. If such waiver is

approved, then the Board shall retain the name of the applicant on the Register of Eligibles but shall fill the vacancy pursuant to the procedures of Subsection A of this Section as if the name of the applicant had been stricken. If such waiver is not approved, then the Board shall strike the applicant's name from the Register of Eligibles pursuant to Section 4-6 of these Rules and shall fill the vacancy pursuant to Subsection A of this Section. The Board may approve no more than one waiver for an applicant. 65 ILCS 5/10-2.1-4, 5/10-2.1-5, 5/10-2.1-6 and 5/10-2.1-14.

- C. Certificate of Appointment. After, and only if, the applicant has successfully completed all examination elements as provided in Subsection A of this Section, the applicant shall receive a Certificate of Appointment signed by the Chief of Police signifying appointment to an entry level position within the Police Department. 65 ILCS 5/10-2.1-4.

Section 5-4. PROBATION

- A. Police Department Appointee Probation. Each person appointed to the entry level rank in the Police Department shall be on probation for a period of eighteen (18) months after the date of appointment (if no certification is required) or the date of certification upon a successful completion of a training course approved by the Police Chief at an academy approved by the Police Chief and for any extension of time as provided in Subsection E of this Section. If the original appointee had been previously employed for at least one (1) year in a regularly constituted Police Department of another municipality in the State of Illinois in the capacity of police officer with references satisfactory to the Board, then his or her probation period shall be for eighteen (18) months from the date of his or her appointment. 65 ILCS 5/10-2.1-4 and 10/5-2.1-5.
- B. Police Training During Probation. During his or her probationary period, an appointee to an entry level rank in the Police Department, within six (6) months after the date of his or her initial appointment, either (1) shall take and complete a training course approved by the Police Chief at an academy approved by the Police Chief on such dates as are designated by the Police Chief and be certified by the Illinois Local Governmental Law Officers' Training Board that he or she has successfully completed said course or (2) if previously certified by the Illinois Local Governmental Law Officers' Training Board as successfully completing an approved course, shall make a written request for and receive a waiver of additional training from the Illinois Local Governmental Law Officers' Training Board. 65 ILCS 5/10-2.1-4 and 10/5-2.1-5.
- C. Extension of Probation. To the extent permitted by law, any person's probationary period may be extended by the Board for a period of not more than six (6) months for Police Department employees, on the recommendation of the Chief of Police. The Chief's recommendation must describe the basis for the proposed extension and any necessary actions recommended and for which the extended probationary time period is required. The Chief's recommendation must be provided to the person whose probationary period is recommended for extension prior to the expiration of the person's initial probationary period.
- D. No Rights. During any probationary period, the probationary appointee shall be deemed not to have any vested, property, or other right or interest in his or her employment with

the Village, and nothing in this Section or in any other provision of these Rules shall be construed or applied to create any such right or interest.

- E. Dismissal. During his or her probationary period, an appointee may be dismissed at any time by the Board, without prior notice or hearing, on the recommendation of the Police Chief stating that, in the Chief's opinion, it is not in the best interest of the Department to continue the employment of the probationary appointee. Such recommendation shall include a report setting forth the Chief's evaluation of the appointee and the circumstances of the recommendation. Such report shall be confidential and need not be made available to the appointee. The decision of the Board shall be final and a copy of a notice of the Board's decision shall be provided to the appointee. 65 ILCS 5/10-2.1-4 and 10/5-2.1-5.
- F. Suspension. During a probationary period, the Police Chief may suspend an appointee without pay for a period not exceeding five (5) days; provided, however, that no such suspension shall be imposed without first giving the appointee written notice thereof setting forth the basis therefor and advising the appointee of his or her opportunity to be heard by the Chief or his or her designee concerning the relevant facts and circumstances. 65 ILCS 5/10-2.1-4 and 10/5-2.1-5.
- G. Disciplinary Provisions Not Applicable. The provisions of Chapter VIII of these Rules shall not apply to the dismissal or suspension of a probationary appointee. Nothing in this Subsection I shall be construed to alter the application of, or to limit the effect of, the Uniform Peace Officers' Disciplinary Act, 50 ILCS 725/1 *et seq.*, when applicable to the investigation of misconduct of any peace officer.

Section 5-5. RESTORATION OF PROBATIONARY APPOINTEE TO ELIGIBILITY LIST

Should a probationary appointee be laid off without fault on his part, his name shall be restored to its former position on the Eligibility List, and the term he had served shall be credited as part of his probationary period under any subsequent appointment. 65 ILCS 5/10-2.1-5.

Section 5-6. CERTIFICATION

- A. Police Department. Final certification of probationary police officers shall be subject to successful completion of the Basic Training Course as provided by the Illinois Governmental Law Enforcement Officers Training Board within the prescribed probationary period. Inability to successfully complete this course shall be grounds for dismissal. 65 ILCS 5/10-2.1-5.

Section 5-7. TEMPORARY APPOINTMENTS

At the request of the Village Manager, and without complying with the provisions of these Rules that otherwise govern appointments, the Board shall make temporary appointments consistent with the Village's Manager's request to prevent a stoppage of public business, to meet extraordinary emergencies, or to prevent material impairment of the Police Department. These temporary appointments shall remain in force only for the time period requested by the Village Manager. The temporary appointments shall not exceed sixty (60) days and no

temporary appointment of the same person shall be made more than twice in a twelve (12) month period. 65 ILCS 5/10-2.1-5 and 10-2.1-16.

CHAPTER VI. PROMOTIONAL EXAMINATIONS

Section 6-1. GENERAL

The Board, by these Rules, 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. All examinations for promotion shall be competitive among such members of the next lower rank as desire to submit themselves to examination. 65 ILCS 5/10-2.1-15.

All promotions shall be made from the three (3) persons having the highest rating. Where there are less than three (3) names on the promotional eligibility list, as originally posted, or where less than three (3) remaining thereon after appointments to fill existing vacancies, promotions shall be made from those names or name remaining on the promotional list. 65 ILCS 5/10-2.1-15.

The method of examination and the rules governing examinations for promotion shall be the same as provided for applicants for original appointment, except that original appointments only shall be on probation, as provided by these Rules. 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 list. 65 ILCS 5/10-2.1-5 and 10-2.1-15.

A. All officers who submit themselves to examination will be graded according to the following schedule:

1. Written Examination	20% of final grade
2. Oral Examination/Assessment Center	50% of final grade
3. Merit and Efficiency	20% of final grade
4. Seniority	10% of final grade

B. The final promotional examination score shall be determined by the following formula:

<u>Written Examination Score:</u> Raw score multiplied by 20%	20% of score
<u>Oral Examination/Assessment Center Score:</u> Raw score multiplied by 50%	50% of score
<u>Departmental Merit and Efficiency Rating:</u> (Based on scale of 0-100)	20% of score
<u>Seniority:</u> % per year of service on the LaGrange Park Police Dept	10% of score
Maximum Grade:	100%

Veterans credits will be applied as prescribed by statute. 65 ILCS 5/10-2.1-10 and 11.

The Board, in determining next in order of rank in promotional examinations herewith, shall determine a policy of extending the examinations successfully 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. 65 ILCS 5/10-2.1-5 and 10-2.1-15.

Section 6-2. INJURIES

Persons receiving non-permanent injuries while on duty or in the discharge of duty shall not be disqualified from promotion. Where such injuries occurred, the Chief of Police shall notify the Board in writing, stating the nature of the injuries and under what circumstances received. 65 ILCS 5/10-2.1-5.

Section 6-3. VETERAN'S PREFERENCE

Members of the Police Department who were engaged in the military or naval service of the United States at least one (1) year and who were honorably discharged therefrom, or who are now or may hereafter be on inactive or reserve duty in such military or naval service, shall be preferred for promotional appointment. 65 ILCS 5/10-2.1-11.

Section 6-4 VETERAN'S PROMOTION CREDIT

The Board shall give preference for promotional appointment to persons designated in 65 ILCS 5/10-2.1-10, as amended, whose names appear on the Promotional Eligibility Lists by adding to the final grade average which they will receive as a result of any promotional examination 7/10 of one (1) point for each six (6) months or fraction thereof of military or naval service, not exceeding thirty (30) months. The numerical result thus attained shall be applied by the Board in determining the position of such persons on any Eligibility List as the result of any promotional examination held for the purposes of preference in certification and appointment from such Eligibility List.

No person shall receive the preference for a promotional appointment after he has received one (1) appointment and one (1) promotion from an Eligibility List on which he was allowed such preference. 65 ILCS 5/10-2.1-5 and 5/10-2.1-11.

Section 6-5. CONSOLIDATION OF LISTS

Should the Board deem it advisable to supplement the number of names on any Eligibility List by holding another examination for the position, the list resulting from such supplemental examination shall be consolidated with the existing list and the names of eligibles should take rank on such consolidated list in the order of the highest percentage obtained in either examination without reference to priority of time of examination. It shall be the duty of the Board to notify persons on the existing list that a supplemental examination will be held and will result in a consolidation of the two (2) lists. 65 ILCS 5/10-2.1-15.

Section 6-6. PROMOTIONAL APPOINTMENTS

The Secretary shall certify to the Board, on the basis of the promotional examinations given, the qualified applicants in rank order. 65 ILCS 5/10-2.1-15.

When a vacant position exists, the Board shall thereupon appoint one (1) of the persons from the top three (3) on the list to the rank or position to be filled. 65 ILCS 5/10-2.1-15.

In selecting said person from said three (3) successful candidates, the Board shall be guided by the requirements of the position to be filled and shall impartially determine which of said three (3) persons, in its opinion, will best serve the interests of the service. 65 ILCS 5/10-2.1-5 and 5/10-2.1-15.

CHAPTER VII. ORDER OF RANK, CLASSIFICATION, AND OATH OF OFFICE

Section 7-1. RANK

The order of rank in the Police Department shall be as provided by the Village Code, as amended. 65 ILCS 5/10-2.1-5.

Section 7-2. CLASSIFICATION

The Board classifies such offices in the Police Department for the purpose of establishing and maintaining standards of examinations and promotions based upon job descriptions and departmental regulations. 65 ILCS 5/10-2.1-5.

Section 7-3. OATH OF OFFICE AND BOND

Before entering duty any person about to become a probationary officer or a member of the Police Department shall enter into such bond as required by the Village for all of its officers and shall take the following oath, before any person authorized to administer oaths in the State of Illinois:

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

Signed _____

Subscribed and sworn to before me this _____ day of _____ A.D., 20____.

Notary Public

65 ILCS 5/10-2.1-5.

CHAPTER VIII. HEARING OF CHARGES, REMOVALS, SUSPENSIONS AND DISCHARGES

Section 8-1. ADDITIONAL DEFINITIONS

For the purpose of these Rules, the following terms shall have the meanings herein ascribed to them:

A. Cause. Some substantial shortcoming on the part of a member of the Police Department that renders his or her continued employment in that Department in some way detrimental to the discipline and efficiency of the public service rendered by that Department and something that the law and sound public opinion recognize as cause for the member to no longer occupy his or her position. The Board has the right to determine what constitutes "cause." Without in any manner limiting the foregoing, "cause" shall include but not be limited to the following:

1. the existence of, or discovery of, any fact that would have required disqualification from original appointment; or

2. non-disclosure of any fact that, if disclosed, would have constituted a ground for disqualification from original appointment; or
 3. the making of a false statement, oral or written, of a material fact in connection with original appointment that could have substantially affected the decision to appoint the applicant; or
 4. any act or occurrence, after appointment, that would have required disqualification from original appointment or that could have constituted cause for disqualification from original appointment; or
 5. any violation of any federal, state, or municipal law affecting the member's ability or qualifications to continue in the performance of his or her duties; or
 6. incompetence, nonfeasance, misfeasance, or malfeasance in office; or
 7. failure to maintain required certifications or licenses for the position held; or
 8. violation of a rule or regulation of the Department.
- B. Charge. A written statement alleging cause against the respondent for suspension or removal or discharge under this Chapter.
- C. Complainant. The Police Chief, the Village Manager, or his or her designee or any other person who files a charge under this Chapter VIII.
- D. Counsel. As used herein means an attorney who has a current law license to practice law in the State of Illinois.
- E. Filing. Presenting a document to the Secretary by delivery to the Secretary personally, or by delivery to the Office of the Village Manager addressed to the attention of the Secretary, or by mailing by regular U.S. mail to the Secretary at the Office of the Board. In the case of filing by mail, the date of filing shall be deemed to be the second day following the date of mailing, unless said second day is a Saturday, Sunday, or federal or State of Illinois legal holiday, in which event the date of filing shall be the first regular business day following said Saturday, Sunday, or legal holiday.
- F. Parties. The complainant(s) and the respondent(s).
- G. Preponderance of the Evidence. The greater weight of the evidence; that is, 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.
- H. Respondent. A member of the Police Department against whom a charge is filed.
- I. Service. The presentation by a party to the other party, or by the Board to a party, of any document by personal delivery to the other party or by mailing by United States mail in an envelope properly addressed, with postage prepaid, to the last known address of such other party, together with a written certificate of service. In the case of service by mail, the date of service shall be deemed to be the second day following the date of mailing, unless said second day is a Saturday, Sunday, or federal or State of Illinois legal holiday, in which event the date of service shall be the first regular business day following said Saturday, Sunday, or legal holiday. 65 ILCS 5/10-2.1-5.

Section 8-2. CAUSE REQUIRED

Except as provided in Section 8-11 of this Chapter, no member of the Police Department shall be suspended or removed or discharged except for cause. 65 ILCS 5/10-2.1-17.

Section 8-3. SUSPENSIONS; APPEALS TO THE BOARD

- A. Suspensions. The Chief shall have the right to suspend any member of the Department for a period not exceeding five (5) days without pay by serving a written notice of suspension upon such member which sets out the facts constituting cause for suspension. The Chief shall promptly notify the Board in writing of every such suspension. 65 ILCS 5/10-2.1-17.

- B. Appeal. Any member suspended pursuant to Subsection 8-3(A) of this Section may appeal the suspension to the Board by filing notice of appeal within five (5) calendar days after service of written notice of such suspension, regardless of when the suspension is to be served. A hearing shall be had on the appeal in accordance with the provisions of Sections 8-5, 8-6, 8-7, 8-8 and 8-9 of this Chapter, except that the respondent shall have the burden of establishing that the suspension was unjust and unreasonable. 65 ILCS 5/10-2.1-17.

On such appeal, the Board shall review the action of the Chief to determine if it is just and reasonable in light of all the evidence presented. The Board may sustain the action of the Chief, may reverse the action of the Chief with instructions that the member so suspended shall receive his or her pay for the period involved, may suspend the member for an additional period of not more than thirty (30) days, or may remove or discharge the member, depending on the evidence presented. 65 ILCS 5/10-2.1-17.

Section 8-4. CHARGES

- A. Complainant. Charges may be brought against a member by the Police Chief or the Village Manager, or his or her designee. 65 ILCS 5/10-2.1-17.

- B. Charges. Charges shall be in writing, shall be signed by the complainant, and shall state with specificity the facts alleged to constitute cause for suspension, removal, or discharge. The original and three (3) copies of the charges shall be filed with the Secretary and one copy shall be served on the respondent. 65 ILCS 5/10-2.1-17.

Section 8-5. PRE-HEARING PROCEDURES

- A. Hearing Date. After the filing of a charge, the Board shall set the date, time, and place for hearing, which hearing date shall be within thirty (30) days after the filing date. 65 ILCS 5/10-2.1-17.

- B. Notice of Hearing. The Secretary shall promptly serve notice of hearing on the parties not less than ten (10) days prior to the hearing date. The notice shall be sent to both the complainant and respondent, either by registered or certified mail, return receipt requested, or personal delivery and shall contain the time and place of the hearing and a copy of the charges. 65 ILCS 5/10-2.1-5.

- C. Answer. The respondent may file a written answer to the charges. Such written answer shall be signed by the respondent, shall be filed with the Secretary, and shall be served on the complainant not less than ninety-six (96) hours prior to the hearing. 65 ILCS 5/10-2.1-5.
- D. Reply. The complainant may reply to any affirmative matter contained in such answer by signing, filing, and serving a written reply on the Board and the respondent not less than forty-eight (48) hours prior to the hearing. 65 ILCS 5/10-2.1-5.
- E. Sufficiency of Charges-Objections. 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. Motions or objections to the sufficiency of written charges must be filed or made prior to or at the hearing before the Board.
- F. Continuance. Motions for continuance of the hearing made by any party shall be in writing and shall be filed with the Secretary and served on all other parties not less than forty-eight (48) hours prior to the time set for hearing. The Board may waive said requirements on good cause being shown and a finding that no prejudice will result to any party from any such waiver. The Board may grant or deny a continuance on the motion of any party or on its own motion, but no continuance that extends the commencement of the hearing beyond thirty (30) days from the filing date shall be granted, unless the respondent agrees in writing to waive the 30-day commencement requirement for the hearing. If a continuance is granted on the motion of a respondent who has been suspended by the Board, with or without pay, pursuant to Subsection J of this Section and said continuance causes postponement of the conclusion of the hearing to a date more than thirty (30) days after the date on which charges were filed, a waiver of pay shall be required for the period beginning with the 31st day after such filing and continuing to the date of the conclusion of the hearing. Any request for continuance by reason of inability to serve subpoenas shall be filed in the office of the Board at least seventy-two (72) hours before the date set for such hearing, provided, however, that the Board in its discretion may waive this rule. 65 ILCS 5/10-2.1-5.
- G. Attendance of Witnesses. Any party may, at any time prior to the hearing, file an application with the Secretary for the issuance of a subpoena or subpoenas for any person or persons to appear at the hearing, or to have any such person produce books, papers, records, accounts, and other documents at the hearing. Such application shall be in writing and shall adequately identify such person, persons, addresses, phone numbers or documents sought to be subpoenaed. The Board, or any commissioner, may issue such subpoenas on finding that the testimony of such person or such documents may be relevant to the hearing. Such subpoenas may be authorized either by resolution at a Board meeting or by the signature of any two commissioners without a meeting. Subpoenas may be served by any person of the age of 21 years or more. Subpoenas of the Board may not be issued for a person residing outside of the State of Illinois. 65 ILCS 5/10-2.1-17.
- H. Evidence Depositions. Evidence depositions may be taken and utilized in the manner and under the conditions prescribed therefor in courts of general jurisdiction in the State of Illinois. 65 ILCS 5/10-2.1-5.
- I. Stipulations. The parties may stipulate and agree in writing, or on the record, as to evidentiary facts or other matters. Any facts so stipulated shall be considered as evidence in the proceeding. In the event the police officer requests one or more continuances, it shall

also be stipulated and agreed that in the event said officer is to be retained in his position as the result of a decision of the Board following a hearing of the cause, then no compensation shall be paid to said officer during the period of said continuance. 65 ILCS 5/10-2.1-5.

- J. Suspension Before Hearing. The Board may suspend any respondent pending hearing, with pay or without pay, for not more than thirty (30) days. If the Board, after a hearing, determines that the charges are not sustained, then the respondent shall receive any pay withheld during the suspension period. If an Order of Suspension is entered by the Board, the respondent, the complainant, the Chief, the Village Manager and the Finance Director shall be notified of the entry of such Order of Suspension, and be served either personally or by registered or certified mail, return receipt requested, with a copy of such Order of Suspension. 65 ILCS 5/10-2.1-17.

Section 8-6. HEARING PROCEDURES

- A. Commencement and Adjournment. A hearing on charges shall commence within thirty (30) days of the filing date of the charges and may be adjourned from time to time thereafter for lack of a quorum or to complete the hearing at a later date. All proceedings before the Board during the conduct of the hearing shall be recorded. The records of all hearings will be recorded and transcribed by a court reporter unless all parties of interest agree to waive this requirement. 65 ILCS 5/10-2.1-17.
- B. Quorum to Conduct Hearing. Three (3) members shall constitute a quorum of the Board for the conducting of a hearing on any disciplinary matter. At least two (2) Board members shall be physically present at the hearing and not more than one (1) Board member may attend the meeting via electronic or telephonic means. 65 ILCS 5/10-2.1-5.
- C. Public Hearings and Closed Hearings. All hearings of the Board shall be held in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1.01 *et seq.* The hearing shall be public, but at any time before or during such hearing a complainant, a respondent, or any commissioner may move that such hearing or any portion of such hearing, except for final action, be closed. The Board shall have discretion to grant or deny any such motion. 65 ILCS 5/10-2.1-5.
- D. Counsel. Any respondent, at his or her election and expense, may be represented by any attorney at law licensed to practice law in the State of Illinois. Such attorney shall file and serve his or her appearance with the Board. 65 ILCS 5/10-2.1-5.
- E. Oath. All witnesses shall be sworn under oath prior to testifying. Any member of the Board may administer the oath. 65 ILCS 5/10-2.1-5.
- F. Stipulations. The parties may stipulate and agree in writing, or on the record, as to evidentiary facts or other matters. Any facts so stipulated shall be considered as evidence in the proceeding. 65 ILCS 5/10-2.1-5.
- G. Continuances. The grant or denial of a continuance of a hearing is within the discretion of the Board. No hearing shall be continued at the request of any of the parties to a proceeding or their counsel, unless such request is either made orally to the Chairman of the Board, or received in writing at the Board's office at least seventy-two (72) hours before the scheduled hearing date. In the event the police officer or firefighter requests one or more continuances, it shall also be stipulated and agreed that in the event said officer or firefighter is to be retained in his position as the result of a decision of the Board following a hearing

of the cause, then no compensation shall be paid to said officer during the period of said continuance. 65 ILCS 5/10-2.1-5.

- H. Order of Proceedings; Cross Examination. After disposition of any stipulations, preliminary motions for continuance, motions directed to the charges, or other motions, the complainant shall present and examine witnesses and offer other evidence substantiating the charges that have been made against the respondent. Thereafter the respondent may present and examine witnesses and offer other evidence refuting the charges. The complainant may then present evidence in rebuttal. All parties shall have the right to cross-examine witnesses presented by another party. 65 ILCS 5/10-2.1-5.
- I. Rules of Evidence. 65 ILCS 5/10-2.1-5.
 - 1. Hearing before the Board is not common-law proceeding. The provisions of the "Civil Practice Act" do not apply to hearings before the Board. Irrelevant, immaterial, or unduly repetitious evidence shall be excluded by the Board. Objections to evidentiary offers may be made by either party and must be ruled upon by the Board. Such objections and rulings shall be noted in the record. Subject to these requirements, when a hearing will be expedited and the interests of parties will not be prejudiced substantially, any part of the evidence may be received in written form.
 - 2. Documentary evidence may be received in the form of copies or excerpts, if the original is not readily available. On request, parties shall be given an opportunity to compare the copy with the original.
 - 3. The Board may take notice of judicially cognizable facts.
- J. Burden of Proof. Except as provided in Subsection 8-3(B) of this Chapter, the complainant shall have the burden of proving the charges brought by the "preponderance of the evidence" and should the question of a crime be involved, the rule of "reasonable doubt" shall not control. 65 ILCS 5/10-2.1-5.
- K. Argument. The Board shall permit opening statements and also shall permit closing arguments, first on behalf of complainant, next on behalf of respondent, and finally on behalf of complainant, within time limits to be established by the Board in each case. 65 ILCS 5/10-2.1-5.
- L. Record of Proceedings. The hearing proceedings shall be recorded by a court reporter supplied by the Board. The transcript shall be made available to any party at such party's expense. The parties may agree to waive the court reporter requirement and agree to have the hearing proceedings recorded on a tape recorder supplied by the Board. A copy of the tape shall be made available to any party for transcription at such party's expense. 65 ILCS 5/10-2.1-5.

Section 8-7. FORMS

- A. All papers may be filed with the Board by mailing them or delivering them personally to the Secretary at the Office of the Board at LaGrange Park, Illinois. For the purpose of these Rules, the filing date of any paper delivered personally or by messenger shall be the date it was received in the Board's Office. 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.

- B. All papers filed in any proceeding shall be typewritten or printed and shall be on one (1) side of the paper only. If typewritten, the lines shall be double spaced, except that long quotations may be single spaced and indented. All papers shall be not larger than 8-1/2 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 contain the mailing address and telephone number of said person. If papers are filed by an attorney, his name and address shall appear thereon.

Section 8-8. 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 a Saturday, Sunday or holiday as defined or fixed in any statute now or hereafter in force in the State, and then it shall also be excluded.

Section 8-9. FINDING AND DECISION

- A. Vote. To reach a finding of guilty on charges brought pursuant to Section 8-4 of this Chapter, at least two (2) commissioners must vote guilty. A vote of guilty as to a charge by fewer than two (2) commissioners constitutes a finding of not guilty. To reverse a suspension appealed to the Board pursuant to Section 8-3 of this Chapter, at least two (2) commissioners must vote to reverse. The Board may deliberate in public or in closed session, provided that final action shall be taken only in public session. 65 ILCS 5/10-2.1-17.
- B. Finding of Not Guilty. If a respondent is found not guilty as to each and every charge, or if a suspension appealed pursuant to Section 8-3 of this Chapter is reversed, then the Board shall make a finding that the charges or suspension are not sustained and shall enter an order terminating immediately any suspension and requiring the Department to reimburse the respondent for all wages not paid to the respondent during such suspension period. 65 ILCS 5/10-2.1-17.
- C. Finding of Guilty. If the Board finds a respondent guilty of any one or more of the charges, or denies the appeal of a suspension, then the Board shall adopt findings of fact in support of such determination. On such determination, the Board may order the discharge and removal of the respondent from office immediately, or may order the suspension of the respondent from office, with or without pay, for a period of not more than thirty (30) days, including any period of suspension, with or without pay, by the Chief or the Board prior to such finding. 65 ILCS 5/10-2.1-17.
- D. Notice of Findings and Decisions. The Board shall, within fifteen (15) days after the hearing is completed, enter its findings on the records of the Board. The Board shall promptly serve notice on the parties and on the Village Manager of its findings and decision. 65 ILCS 5/10-2.1-5.

Section 8-10. ADMINISTRATIVE REVIEW

Any party may file a complaint for review of a final decision by the Board in accordance with the Administrative Review Law, as amended from time to time, 735 ILCS 5/3-101 *et seq.*; 65 ILCS 5/10-2.1-17.

Section 8-11. APPLICABILITY TO PROBATIONARY EMPLOYEES

The provisions of this Chapter VIII do not apply to Department personnel who are on probation pursuant to Section 5-4 of these Rules.

CHAPTER IX. GENERAL RULES AND REGULATIONS

Section 9-1. VIOLATION OF RULES

All officers and members of the Police Department shall observe and obey all rules and orders of the Chiefs, these Rules of the Board which are in force or which may be adopted hereafter as well as all regulations for the operation of a Police Department as adopted by the Corporate Authorities of the Village and in force or which may be adopted hereafter. A violation of such rules or regulations shall be cause for filing of charges before the Board, a subsequent hearing, and action by the Board on such charges. In case of conflict, the Rules of the Board shall govern. 65 ILCS 5/10-2.1-5.

Section 9-2. VIOLATION OF LAW

Any violation of the laws of La Grange Park, Illinois, or the State of Illinois, or Federal laws by any member of the Police Department shall be cause for filing of charges against said member. 65 ILCS 5/10-2.1-6.

Section 9-3. SEVERABILITY

Any Chapters, Sections and/or Subsection of these Rules for the operation of the Board that are in conflict with the State Statutes or with any amendments thereto that may hereafter be enacted are null and void. This, however, does not invalidate any other Chapters, Sections and/or Subsections of these Rules. 65 ILCS 5/10-2.1-5.

Section 9-4. POLITICAL CONTRIBUTIONS

No person in the Police Department of the Village shall be under any obligation to contribute to any fund or to render any political service and no such person shall do so or be removed or otherwise prejudiced for refusing to do so. No person in the Police Department of the Village 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 to do so, for withholding or refusing to make any contribution of money or service or any other valuable thing for 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. 65 ILCS 5/10-2.1-5.

Section 9-5. POLITICAL ACTIVITIES

No person holding a position in the Police Department in the Village shall use his official authority or influence to coerce the political action of any person or body, or to interfere with any election, or shall take any active part in a political campaign, or shall seek or accept nomination, election, or appointment as an officer of a political club or organization or serve as a member of a committee of any such club or organization, or circulate or seek signatures to any petition, or act as a worker at the polls, or distribute badges, color, or indicia favoring or opposing a candidate for election or nomination to a public office, whether federal, state, county, or municipal. But nothing in this Section shall be construed to prohibit or prevent any such person from becoming or

contributing to a member of a political club or organization or from attendance at political meetings, from enjoying entire freedom from all interference in casting his vote, or expressing privately his opinions on all political questions. 65 ILCS 5/10-2.1-5.

All preceding or prior Rules and amendments thereto, printed or promulgated before this date are rescinded. The above Rules have been approved by the Board on February 12, 2025.

BOARD OF POLICE COMMISSIONERS



LaVelle Topps, Chairman



Tim Albores, Commissioner



Mary Hayes, Commissioner