



At the Heart of Community

BOARD OF FIRE AND POLICE COMMISSIONERS
200 Mohawk Trail
Lake Zurich, Illinois 60047
(847) 719-1690
www.lakezurich.org

**Village of Lake Zurich
Board of Fire and Police Commissioners
Rules and Regulations**



Effective: December 13, 2021



At the Heart of Community

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CHAPTER I - ADMINISTRATION

SECTION 1.1 SOURCE OF AUTHORITY; POWERS; SCOPE OF RULES

The Board of Fire and Police Commissioners of the Village of Lake Zurich derives its powers and authority from the Illinois Board of Fire and Police Commissioners Act, 65 ILCS 5/10-2.1-1 et seq. These rules and regulations shall apply to the government, control, and administration of the Board and to the conduct of examinations for original appointments to, of examinations for promotions within, and of hearings on charges brought against members of the Fire Department and the Police Department of the Village of Lake Zurich. These rules shall not be construed to govern the operation of, or the conduct of the members of the Departments. (65 ILCS 5/10-2.1-5.)

In the event of any conflict between Board policy and the terms of a collective bargaining agreement covering Village of Lake Zurich employees, the two shall be read together and deemed supplementary to each other wherever possible, but the collective bargaining agreement's provisions shall prevail if there is a direct conflict and the policy and contract cannot be read together. (65 ILCS 5/10-2.1-5). In addition there may be provisions of a collective bargaining agreement that may supplant certain processes listed in these rules.

SECTION 1.2 DEFINITIONS

For the purposes of these rules and regulations, 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. The Board of Fire and Police Commissioners of the Village of Lake Zurich.
- C. Commissioner. A member of the Board of Fire and Police Commissioners of the Village of Lake Zurich.
- D. Departments. The Fire Department and the Police Department of the Village of Lake Zurich.
- E. Fire Chief. The Chief of the Fire Department of the Village of Lake Zurich.
- F. Fire Department. The Fire Department of the Village of Lake Zurich.
- G. Member. Any person holding a permanent, sworn office in the Fire Department or in the Police Department except the Fire Chief and the Police Chief.
- H. Police Chief. The Chief of the Police Department of the Village of Lake Zurich.
- I. Police Department. The Police Department of the Village of Lake Zurich.
- J. Secretary. The Secretary of the Board of Fire and Police Commissioners or a person designated by the Secretary to perform some or all of the administrative and clerical duties of the Secretary.
- K. Village. The Village of Lake Zurich, Illinois.
- L. Village Board of Trustees. The Board of Trustees of the Village of Lake Zurich, Illinois.
- M. Village Manager. The Village Manager of the Village of Lake Zurich, Illinois.
- N. Village President. The Village President of the Village of Lake Zurich, Illinois.



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The masculine gender as used herein shall be deemed to include the feminine, masculine, and non-binary genders, unless the feminine or non-binary gender is clearly inappropriate in the context of the provision (s) concerned. The singular includes the plural, and the plural includes the singular.

SECTION 1.3 OFFICERS OF BOARD; DUTIES

- A. Officers: Appointments and Duties. The Board shall consist of three Commissioners. Annually, during the month of May, the Board shall meet and elect a Chairperson and a Secretary to serve from the following June 1 to the end of the following May and until his or her successor is duly elected and qualified. The Board shall fill any vacancy in the office of Chairperson or Secretary for the unexpired term as soon as practicable after such vacancy occurs. The Chairperson shall be a Commissioner. The Chairperson shall be presiding officer at all meetings of the Board except that, in his or her absence, a temporary presiding officer shall be elected by the Commissioners present. The Secretary shall keep the minutes of all meetings of the Board and shall be the custodian of all the forms, papers, books, records, and completed examinations of the Board; shall keep a record of all examinations conducted by the Board; and shall perform all other duties prescribed by the Board. (65 ILCS 5/10-2.1-2 & 10.2.1-20.)
- B. Board Duties. The Board shall appoint all members of the Departments. The Fire Chief and Police Chief shall be appointed by the Village President with the consent of the Village Board of Trustees. The positions of Deputy Fire Chief and Deputy Police Chief shall be appointed by the respective Department Chief. (65 ILCS 5/10-2.1-4.)

SECTION 1.4 MEETINGS

- A. Regular Meetings. Regular meetings of the Board shall be held on the day and time as set forth at the beginning of each calendar year and as published by the Village Clerk or as amended according to applicable rules. The office of the Board is designated as 200 Mohawk Trail, Lake Zurich, Illinois 60047 and all meetings shall be held at said address unless otherwise provided.
- B. Special and Emergency Meetings. Special and emergency meetings of the Board may be called by the Chairperson or any two Commissioners. Notice shall be given to each Commissioner at least 24 hours prior to such meeting. The right to receive this notice may be waived, and attendance at any meeting shall be deemed a waiver of the right to receive the notice for such meeting. This notice shall contain an agenda of the business to be submitted for the consideration of the Board at such meeting, and shall set forth the time and place of such meeting.
- C. Notice; Conduct. Notice and conduct of regular, special, and emergency meetings shall be in accordance with statutory requirements, including the Illinois Open Meetings Act, 5 ILCS 120/1.01 et seq.
- D. Closed Session. During any regular or special meeting, a closed session may be held for any purpose permitted by law as set forth in 5 ILCS 120/2. Closed sessions may be limited to Commissioners and such invited persons as the Board deems necessary. The Secretary shall record the motion to close the meeting, record the roll call vote of the Commissioners on said motion, and keep minutes of the closed session. (5 ILCS 120/1 et seq.)

SECTION 1.5 QUORUM

Two Commissioners shall constitute a quorum for the conduct of all Board business.



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SECTION 1.6 ORDER OF BUSINESS

The order of business at any meeting shall be: (1) Roll Call, (2) Public Comment, (3) Approval of the Minutes, (4) Communications, (5) Unfinished Business, (6) New Business, and (7) Adjournment.

SECTION 1.7 PROCEDURE

- A. When these rules are silent, the parliamentary procedures prescribed in Roberts Rules of Order shall be followed, so far as applicable. Motions may be made and seconded verbally by any member of the Board and shall be recorded in the minutes together with the action taken thereon. The Board will record all closed sessions as required by law. Audio recordings of closed sessions will be kept by the Secretary of the Board for a minimum of eighteen (18) months.
- B. Attendance by other means: A Commissioner may attend meetings by video or audio conference subject to the following conditions:
1. A quorum of Commissioners must be physically present at the meeting location.
 2. The Commissioner requesting to attend by audio or video conference must be unable to physically attend the meeting because of (a) personal illness or disability; (b) employment purposes or the business of the Board; or (c) a family or other emergency.
 3. The Commissioner requesting to attend by audio or video conference must notify the Secretary before the meeting if practicable.
 4. A majority of the Board must approve the member's request to attend by audio or video conference.
 5. Equipment must be available that will permit the Commissioner to participate in the meeting so that the Commissioner can hear and/or see the other meeting attendees and the other Commissioners can hear and/or see the Commissioner attending by audio or video conference.

If a Commissioner attends a meeting by audio or video conference in accordance with this policy, the minutes of that meeting shall reflect that the Commissioner was present via audio or video conference. The Commissioner attending by audio or video conference shall be permitted to participate in the meeting as if they were physically present to the extent permitted by the equipment used including the right to vote on any matters that come before the Board. (5 ILCS 120/7)

SECTION 1.8 ANNUAL REPORT; ANNUAL BUDGET

Annually, at any time the corporate authorities may provide, the Board shall submit to the Village President a report of its activities, and of the rules in force and the practical effect thereof. In this report, the Board may make suggestions which the Board believes would result in greater efficiency in the Fire or Police Department. The Village President shall transmit the report to the Village Board of Trustees. The Board shall also submit an annual budget request to the Village Board of Trustees prior to the end of each fiscal year. (65 ILCS 5/10-2.1-19 & 10-2.1-21.)



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SECTION 1.9 AMENDMENT OF RULES

The Board may amend these rules and regulations from time to time. Any amendment shall be printed for distribution, and the Secretary shall give notice of the place where the printed amendment may be obtained and the date, not prior to the date of publication, when such amendment may be obtained and the date, not prior to the date of publication, when such amendment shall take effect. 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. (65 ILCS 5/10-2.1-5.)

SECTION 1.10 GOVERNING LAW

Any provision of these rules and regulations in conflict with any federal, State of Illinois, or Village constitution, charter, statute, ordinance, or regulation shall be null and void if preempted thereby.

SECTION 1.11 SEVERABILITY

Several provisions of these rules and regulations shall be severable in accordance with the following rules:

- A. Conflict. If any provision of these rules and regulations is rendered invalid pursuant to Section 1.10 of these rules and regulations, such fact shall not affect any other provision of these rules and regulations.
- B. Facial Invalidity. If any courts of competent jurisdiction shall adjudge any provision of these rules and regulations to be invalid, such judgment shall not affect any other provision of these rules and regulations.
- C. Invalidity As Applied. If any court of competent jurisdiction shall adjudge invalid the application of any provision of these rules and regulations to a particular case, such judgment shall not affect the application of the said provision to any other particular case having different facts or circumstances.

SECTION 1.12 APPLICABILITY TO FIRE CHIEF AND POLICE CHIEF

The provisions of these rules and regulations do not apply to the positions of Fire Chief and Police Chief or to the positions of Deputy Fire Chief or Deputy Police Chief. (65 ILCS 5/10-2.1-4.)

SECTION 1.13 ATTORNEY FOR THE BOARD

The Board has been authorized by the Village Board of Trustees to employ its own attorney. Should that authorization be withdrawn, the municipal attorney shall represent the Board and shall handle prosecutions before the Board. When the Village Attorney is also the Village Prosecutor, the Board, upon approval of the President and the Village Board of Trustees, may employ an attorney for the purpose of prosecuting charges before the Board and the Village Attorney shall represent the Board. (65 ILCS 5/10-2.1-25)

SECTION 1.14 RESOLUTIONS

The Board is hereby authorized to adopt various resolutions governing the conduct of their business and may modify or rescind these resolutions upon majority vote of the Board.



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CHAPTER II - CALLS FOR EXAMINATIONS

SECTION 2.1 EXAMINATION CALLS

The Board, from time to time, 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 for a period of not less than two weeks, as established by the Board; and the rank(s) to be filled from the resulting register of eligibles.

SECTION 2.2 NOTICE OF EXAMINATION

The Board shall give public notice of its intent to create a list of eligible candidates for appointment to the Fire or Police Department. The notice shall be announced minimally in a publication of general circulation for the greater Village of Lake Zurich area and on the Village of Lake Zurich website. The notice shall contain a statement of the position or positions for which an eligibility list is to be created, the basic requirements, and when and where applications can be obtained. All applications must be filed within the period of time stated in the notice. (65 ILCS 5/10-2.1-13). Additionally in the case of a testing process for the original appointment of firefighters, the notice shall include the general scope of the test, the merit criteria for any subjective component set forth by the Board including notice of criteria necessary for any available preference points, and the applicable fees to be charged to cover examination costs. (65 ILCS 5/10-2.1-6.3 (d))

SECTION 2.3 TYPES OF EXAMINATIONS

The subject matter of examinations 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 applicants' political or religious opinions or affiliations, and no consideration shall be given to such matters under any circumstances. (65 ILCS 5/10-2.1-6.)

CHAPTER III - APPLICATIONS FOR ENTRY LEVEL POSITIONS

SECTION 3.1 GENERAL REQUIREMENTS

A. Citizenship. At the time of filing an application, an applicant for a position in the Departments must be a citizen of the United States or an alien admitted for permanent residence or lawfully admitted for temporary residence who produces evidence of intention to become a citizen of the United States. Applicants selected for employment must meet the Department's residency requirements.

B. Age.

1. Fire Department. - Applicants shall be under thirty-five years of age at the time of application, unless the applicant falls under one of the exceptions to the maximum hiring age detailed in 65 ILCS 5/10-2.1-6 or 65 ILCS 5/10-2.1-6.3(d). Proof of date of birth shall be required. The maximum age limitation shall not apply in the case of any person having previous employment status as a firefighter in a regularly constituted fire department.

For purposes of this section, "previous employment status" shall mean, (1) employment as a full-time firefighter in a regularly constituted fire department of (i) any municipality or fire protection district located in Illinois, (ii) a fire protection district whose obligations were



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assumed by a municipality under Section 21 of the Fire Protection District Act, or (iii) a municipality whose obligations were taken over by a fire protection district, or (2) service with a municipality as a regularly enrolled volunteer, paid-on-call, or part-time firefighter for the five (5) years immediately preceding the time that the municipality begins to use full-time firefighters to provide all or part of its fire protection services.

2. Police Department. - At the time of filing an application for any membership position in the Police Department, an individual must have passed his or her 21st birthday and not have passed his or her 35th birthday, 65 ILCS 5/10-2.1-6, except as follows:

The foregoing age limitation does not apply to any person previously employed as a police officer in a regularly constituted police department of any municipality in the State of Illinois, any person who has served as an auxiliary policeman for any municipality in the State of Illinois for at least five years and is less than 40 years of age, any person who has served as a deputy under Section 3-6008 of the Counties Code and otherwise meets necessary training requirements, or to any person who has served as a sworn officer as a member of the Illinois State Police.

Applicants for a position in the Police Department who are 20 years of age and who have successfully completed two years of law enforcement studies at an accredited college or university may be considered for appointment to active duty with the Police Department. Any such applicant who is appointed to active duty shall not have power of arrest, nor shall he or she be permitted to carry firearms, until he or she reaches 21 years of age.

A veteran shall be allowed to exceed the maximum age provision of this section by the number of years served on active military duty, but by no more than 10 years of active military duty.

The age provisions of Section 6.10 of these rules and regulations apply to applicants for promotional positions in the Departments.

- C. Fingerprinting. All applicants prior to appointment shall be fingerprinted after successfully completing the written and physical agility examination. 65 ILCS 5/10-2.1-6.1.
- D. Education. Applicants must have received a high school diploma or its equivalent. 65 ILCS 5/10-2.1-6. The Board shall announce any additional education requirements at the beginning of the application process.

SECTION 3.2 APPLICATION FORMS

The Board or designated testing agency shall furnish the application forms that must be completed by any applicant desiring appointment as a member of the Departments. Each applicant shall furnish a certified copy of his or her birth certificate, a copy of his or her high school diploma or its equivalent, and proof of military service, including U.S. Government Form DD214 (long form), if applicable, with his or her application.

SECTION 3.3 FILING APPLICATIONS

Applications for membership in the Departments shall be addressed to the Board and filed with the Secretary on forms approved by the Board. Applications will not be accepted until notice of an examination for a position has been given in accordance with Section 2.2 of these rules and regulations, and applications will be accepted only during the period designated by the Board pursuant to Section 2.1 of these rules and regulations.



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The Secretary shall endorse on each application the date and hour it was received, which time shall determine the timeliness and priority of filing. All applicants shall be responsible for advising the Board of any changes in their contact information (mailing address, telephone number, e-mail address).

SECTION 3.4 DISQUALIFICATION

A. Grounds. The Board may refuse to examine, or after examination refuse to certify as eligible, or after certification as eligible refuse to retain on the register of eligibles, an applicant:

1. who is found lacking in any of the established general requirements stated in Section 3.1 of these rules and regulations; or
2. who currently is using narcotics, drugs, or intoxicating beverages in any manner that would affect the applicant's ability to discharge properly the duties of the position sought; or who is gambling illegally; or who is not a person of good character; 65 ILCS 5/10-2.1-6.1; or
3. who has been convicted of a felony, a crime of moral turpitude, or a misdemeanor specifically listed in 65 ILCS 5/10-2.1-6.1.; or
4. who has been shown to have attempted to practice any dishonesty, deception, or fraud in their application, examination, or other submissions to or dealings with the Board, the Departments, or the Village; or
5. who has failed to abide by the rules and procedures governing the application and examination process; or
6. who has been dismissed from any public service for good cause; or
7. whose character or employment references are unsatisfactory; or
8. who has not successfully completed any portion of the examination process.

B. Notification; Hearing. Whenever the Board shall make a preliminary finding that any applicant is disqualified under subsection A of this section, the Secretary shall notify the applicant of such finding by a letter stating the reason(s) for the finding. If the finding relates to conviction record (775 ILCS 5/2-103.1), the notification shall contain notice of the disqualifying conviction or convictions that are the basis for the preliminary decision and the Board's reasoning for the disqualification, a copy of the conviction history report, if any, and an explanation of the applicant's right to respond to the notice of the Board's preliminary decision before that decision becomes final. The explanation shall inform the applicant that the response may include, but is not limited to, submission of evidence challenging the accuracy of the conviction record that is the basis for the disqualification, or evidence in mitigation, such as rehabilitation.

C. After written request made by the applicant within five days after the date of such notice, the applicant shall be given an opportunity to be heard by the Board. At such hearing, the applicant shall have an opportunity to explain his or her version of the facts relating to the reasons given for the finding of disqualification. At the conclusion of such hearing, the Board shall confirm or vacate the preliminary finding of disqualification and shall notify the applicant of its determination. If the finding relates to conviction record (775 ILCS 5/2-103.1), the applicant shall be informed of the right to file a charge of discrimination with the Illinois Department of Human Rights.



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SECTION 3.5 SPECIAL QUALIFICATIONS

If the position for which applications are sought requires special qualifications, then the Board may require evidence of special training or practical experience. Such requirements shall be stated in the notice of examination given pursuant to Section 2.2 of these rules and regulations.

Applicants must have a valid driver's license at time of hire. In addition, the applicant must be capable of qualifying for such other licenses, which may from time to time be specifically required as a firefighter in the Fire Department or a police officer in the Police Department.

SECTION 3.6 ATTENDANCE AT EXAMINATION

All applicants who have not been disqualified by the Board shall present themselves for examination in a manner and time deemed appropriate by the Board.

SECTION 3.7 RELEASE OF LIABILITY

In consideration of being admitted to the examination process, all applicants shall execute and deliver to the Board or its designated representative a release of all liability as a result of participating in the examinations and all waivers and releases of information necessary to allow the Board to complete all elements of the examinations, on forms approved by the Board.

SECTION 3.8 ADMISSION TO EXAMINATION

No person shall knowingly be admitted to an examination who does not meet the minimum qualifications fixed 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.

SECTION 3.9 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 this chapter, nor anything else in these rules and regulations 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 the Departments.

SECTION 3.10 CORRECTION OF APPLICATIONS

Applications for all positions will not be rejected because of minor omissions or deficiencies that can be corrected prior to the written test.

CHAPTER IVF - ENTRY LEVEL EXAMINATIONS AND APPOINTMENTS - FIRE

SECTION 4.1F EXAMINATIONS FOR ENTRY LEVEL POSITIONS

This section applies to the examination of candidates for a position with the Fire Department.



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The examination and qualifying standards for employment of firefighters shall be based on: mental aptitude, physical ability, preferences, moral character, and health. The mental aptitude, physical ability, subjective component based on merit criteria as determined by the Board, and preference components shall determine the applicant's qualification for and placement on the final register of eligible candidates. No examination shall contain questions regarding the applicant's political or religious opinions or affiliations. (65 ILCS 5/10-2.1-6.3(d)).

A. Written Examination. Written examinations shall be administered in order to measure specific job-related criteria. The test procedure will be determined by the Board or its agent or designee. Written tests may be used to differentiate among candidates beyond the passing level when the tests can be shown to be predictive of job skills or performance as documented by a validation study. All written examinations shall be administered in a manner that ensures the security and accuracy of scores achieved and all papers shall become the property of the Board. The grading of the written examination by the Board and/or its designees or agents shall be final and conclusive and not subject to review by any other board, tribunal, or court of any kind or description. All candidates shall be ranked based on their scores on the written examination. This initial ranking shall be used to determine eligibility to participate in subsequent portions of the examination process.

B. Physical Fitness Test. Applicants are required to undergo an examination of their physical ability to perform the essential functions included in the duties they may be called upon to perform as a member of a fire department. The Board elects to utilize the Candidate Physical Ability Test (CPAT) including ladder climbing component for the purpose of testing physical fitness. Applicants must provide proof of a current and valid CPAT card and ladder component with their completed job application to qualify for placement on any list of eligible candidates. 65 ILCS 5/10-2.1-6.3(f). Any costs associated with the CPAT certification and ladder component testing will be at the expense of the applicants.

In the event that any applicant who has been found eligible for appointment and whose name has been placed upon the final eligibility register has not been appointed to a firefighter position within one year after the date of his or her CPAT & ladder climb component examination, the Board may cause a second examination to be made of that applicant's physical ability prior to his or her appointment. All costs associated with the second examination are at the applicant's expense. If the applicant does not pass the physical ability component as established by the Board on this subsequent testing, the applicant shall not be appointed. His or her name will not be retained upon the register of eligible candidates. (65 ILCS 5/10-2.1- 6.3(c)).

C. Preliminary Eligibility List. The Board may create a preliminary eligibility list. A candidate is eligible to be placed on this list based upon his or her passage of the written examination, by attaining a score that is at or above 70% or the score required by current State of Illinois statute in the written test, before or after the creation of the preliminary eligibility register and any subjective components subsequent to the creation of the preliminary eligibility register. The Board may exercise its option to utilize a preliminary eligibility register until after all applications have been accepted.

D. Subjective Component. Following the creation of a preliminary list of eligible candidates, the Board may conduct a subjective evaluation of candidates. The merit criteria for the subjective component shall be announced by the Board in the public notice of the exam. There shall be no minimum passing score for this component. Scores will be calculated objectively and used to rank candidates for placement on the initial eligibility list.

E. Initial Eligibility List. Following proof of physical ability, passage of the written examination and application of any subjective component points, the Board will prepare an initial eligibility list. The



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examination components for an initial eligibility register shall be graded on a 100-point scale. The candidates will be listed in order of excellence based on their score without the application of any available preference points. When more than one applicant receives the same number of points, placement on the initial eligibility list shall be assigned by lottery. No more than 60 days after the written examination and subjective evaluation, the Board shall post a dated copy of the initial eligibility list at the Village of Lake Zurich Fire Department headquarters. The initial eligibility list is subject to change with the addition of preference points.

SECTION 4.2F FINAL ELIGIBILITY LIST OF FIREFIGHTER CANDIDATES

In order to qualify for placement on the final eligibility list, an applicant's total score on the written exam, before any applicable preference points or subjective points are applied, must be at or above 70 % or the score required by current State of Illinois statute. The Board reserves the right to prescribe the score to qualify for placement on the final eligibility list, but the score shall not be less than 70 % or the score required by current State of Illinois statute on the written examination. Where more than one applicant receives the same number of points, placement on the final eligibility list shall be assigned by lottery. (65 ILCS 5/10-2.1-8 and 10-2.1-9) The final eligibility list shall remain valid for two (2) years after which it will expire, and the Board will strike off all remaining names. (65 ILCS 5/10-2.1-9)

SECTION 4.3F PREFERENCE POINTS FOR FIREFIGHTER CANDIDATES

Candidates shall receive information regarding preference points with the Board's application form. The Board must provide for no fewer than 10 but no more than 30 preference points for applicants to apply for each test. The Board reserves the right to establish the amount of preference points to be awarded for every category except preference points for veteran status. The Board will state any available preference points in the remaining categories at the time notice of the examination is posted. If eligible for preference points, candidates shall make a claim in writing using the form included with the Board's application form (see Appendix A, Form 5), with proof thereof within ten (10) days after the date of the initial eligibility list or such claim shall be deemed waived. The Board will prepare a final eligibility list which shall include approved preference points.

The Board shall assign preference points as follows:

- A. Veteran's Preference Points. Applicants who served in the United States military actively for at least one (1) year and who were honorably discharged or are now on inactive or reserve duty shall be preferred for employment and shall receive not less than five (5) preference points. Proof of such service must include a copy of Military Form DD-214 (long form) as proof of active service, evidence of the honorable discharge and a sworn affidavit by the applicant (see Appendix A, Form 5).
- B. Fire Cadet Preference Points. Applicants who have successfully completed 2 years of study in fire techniques or cadet training within a cadet program established under the rule of the Joint Labor and Management Committee may receive from zero (0) to five (5) preference points, at the Board's discretion.
- C. Educational Preference Points. Any applicant who has successfully obtained an associate's degree in the field of fire service or emergency medical services, or a bachelor's degree from an accredited college or university may receive from zero (0) to five (5) preference, at the Board's discretion. The Board reserves the right to award a greater number of preference points for job-related degrees than for non-job-related degrees.
- D. Experience Preference Points. All applicants employed by the Department who have been paid-on-call or part-time certified Firefighter II, certified Firefighter III, State of Illinois or nationally licensed EMT-B or EMT-I, licensed paramedic, or any combination of those capacities may be awarded preference points for their experience.



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Applicants from outside the Department who were employed as full-time firefighters or firefighter-paramedics by a fire protection district or municipality for at least 2 years may be awarded up to the maximum available preference points for this category at the Board's discretion. No experience preference points will be awarded under this section to applicants for service with a private employer who had a contract for fire or ambulance service with a fire protection district or municipality. The Board shall prorate the awarding of the points based on partial years of experience under this section.

Proof of such service must include submission of copies of applicable certificates and a sworn affidavit by the applicant (see Appendix A, Form 5). Note that proof of paid-on-call or full-time service may be verified by the Department. Applicants may be awarded up to one half (1/2) point for each complete year of paid-on-call or part-time service, up to a total of zero (0) to five (5) preference points, at the Board's discretion.

No application of available preference points may be allowed that will cause any candidate on the initial eligibility list to pass over or be listed above a veteran. In the case of a tie between candidates immediately below a veteran, those tied shall be ranked according to the total they would have achieved if all experience points could have been awarded. Any remaining ties shall be broken by lottery. (Appendix A, Forms 5 and 6)

- E. Residency Preference Points. The Board, at its discretion, may award from zero (0) to five (5) preference points to applicants whose principal residence is located within the Fire Department's jurisdiction.
- F. Additional Preference Points. The Board reserves the right to award up to an additional five (5) preference points for unique categories based on an applicant's experience or background as identified by the Board and announced with the notice of the examination.

SECTION 4.4F EXPIRATION OF LISTS/MERGER OF LISTS FOR FIREFIGHTER CANDIDATES

Nothing contained in the rules and regulations shall be deemed to prevent the Board from initiating examinations for original appointments when a current list has not expired. Any individual on the incumbent list may elect to re-enter the examination process, provided, however, that said applicant's score from their previous exam will expire at the end of a two year period and that the score from the more recent examination will remain in effect for a two year period following the taking of the most recent examination. Any person on the original list not participating in the subsequent examination shall have their name stricken from the eligibility list on the two-year anniversary date of their placement on the eligibility list.

SECTION 4.5F ADDITIONAL TESTING OF FIREFIGHTER CANDIDATES

After creation of the final eligibility register and before it expires, the Board has the authority to conduct additional examinations, including without limitation an oral examination and polygraph test. Scoring of these additional examinations shall be prescribed by the Board prior to conducting these examinations. Any oral examination shall be administered according to a structured pattern established by the Board. The Board may limit the oral interview to a specific number of candidates.

SECTION 4.6F CONDITIONAL OFFERS OF EMPLOYMENT FOR FIREFIGHTER CANDIDATES

Whenever a vacancy exists in a position subject to the jurisdiction of the Board the Village Manager and the Fire Chief shall notify the Board. All original conditional offers of employment shall be made from the final eligibility list, provided the candidates have satisfied all requirements established by the Board. The Board shall appoint the person with the highest ranking on the final eligibility list; however, if the Board has reason to conclude that the highest ranked person fails to meet the minimum standards for



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the position or if the Board believes an alternative candidate would better serve the needs of the Department, then the Board has the right to pass over the highest ranked individual. In this event, the Board may appoint either (i) any person ranking in the top five percent (5%) of the final eligibility roster, or (ii) any person who is among the top five (5) highest ranked persons on the final eligibility list if the number of people ranking in the top five percent (5%) is less than five (5) individuals. 65 ILCS 5/10-2.1-6.3(b).

- A. Background Investigation. Prior to appointment, the Board shall also require that an in-depth background investigation be completed for all positions in the Department for which it has jurisdiction. Such investigation shall examine the candidate's work record, criminal conviction history, educational experience and other factors of background and life experience which shall be reasonably related to the requirements of the position. This portion of the application process will be graded on a pass/fail basis. (65 ILCS 5/10-2.1-6.3(i)).
- B. Medical Examination. After a conditional offer of hire, and the successful completion of any other conditions of hire, candidates eligible for original appointment shall be required to submit to basic medical examinations, by physicians selected by the Board. These examinations may include psychological and comprehensive drug evaluations. The extent and scope of the examinations shall be determined by the Board and shall be graded on a pass/fail basis. The Board shall pay for the basic required medical examination; however, if additional medical evaluations, testing, or treatment are required in order to determine the candidate's fitness for duty, the candidate shall be responsible for obtaining and paying for the additional medical evaluation, testing, or treatment. (65 ILCS 5/10-2.1-6.3(g))

SECTION 4.7F ALTERNATIVE PROCEDURE FOR ORIGINAL APPOINTMENTS OF FIREFIGHTERS

The Board acknowledges the availability of an alternate procedure for the original appointment of firefighters utilizing a state-wide list of eligible candidates. However, at this time, the Board, pursuant to the authority under the Board of Fire and Police Commissioners Act (65 ILCS 5/10-2.1-6.3 *et seq.*) declines to participate in the selection of candidates from that list and elects to follow the procedure outlined above. However, nothing in this section shall be deemed to foreclose the decision by the Board at a future date to participate in the alternative procedure for original appointment of firefighters pursuant to the Board of Fire and Police Commissioners Act, 65 ILCS 5/10-2.1-6.4. In the event such option is exercised, the Board will give appropriate notice and the procedures of that option will govern the original appointment of firefighters.

Nothing in these rules and regulations shall be interpreted to foreclose the decision by the Board at a future date to participate in the alternative procedure for original appointment of firefighters pursuant to the Board of Fire and Police Commissioners Act, 65 ILCS 5/10-2.1-6.4. In the event such option is exercised, the Board will give appropriate notice of the option exercised and the procedures that will govern the original appointment of firefighters if the statewide option is invoked.

SECTION 4.8F RETENTION & RELEASE OF RECORDS

All application and examination records shall become the property of the Board and shall be retained as required by law. Information regarding specific elements of the testing process for any candidate shall be deemed to be confidential and shall not be released to a third party without written approval of the candidate.

SECTION 4.9F 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 Illinois Board of Fire and Police Commissioners Act. 65 ILCS 5/10-2.1-1 *et seq.* After certification to the Board in writing by the



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Village Manager and the Fire Chief that a vacancy or vacancies exist in the entry level rank, the Board shall make conditional offers of appointment to fill the vacancy or vacancies to the 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 these rules and regulations and on successful completion by such applicants of examination elements of the entry level testing procedure established in these rules and regulations. If any such applicant fails to successfully complete any one of such examination elements, then such conditional offer of appointment shall be deemed withdrawn and the Board shall fill the vacancy or vacancies pursuant to the procedures of this subsection as if the name of that applicant had been stricken from the register of eligibles.

- B. Acceptance or Waiver of Appointment. An applicant certified for appointment may request from the Board a waiver of appointment without loss of place on the eligibility list within a Village hiring cycle. A hiring cycle is defined as the Board's receipt of authorization from the Village Manager and Fire Chief to hire one or more employees. An applicant may only request a waiver on one occasion, and the applicant will be removed from the list upon a second offer for initial employment in a new hiring cycle. In the event the only remaining candidates on an eligibility list have all previously taken a waiver, those candidates may be forced to either accept or decline an offer for initial employment with no additional opportunity for a waiver within a Village of Lake Zurich hiring cycle.
- C. Certificate of Appointment. After, and only if, the applicant has successfully completed all examination elements, the applicant shall receive a certificate of appointment signed by the Chairperson and Secretary of the Board. 65 ILCS 5/10-2.1-4
- D. Probation. Persons appointed to an entry level rank in the Fire Department shall be on probation for a period of twelve (12) months. During said period, all such persons shall obtain full ALS privileges via EMS system, certification by the State of Illinois as a Firefighter II or Basic Operations Firefighter, and as an Emergency Medical Technician/Paramedic (EMT-P). The probationary period of an entry level firefighter/paramedic may be extended for an additional period based on the paramedic certification requirements and as outlined in the collective bargaining agreement between the Village and the Firefighters Local.

The probation period for service in the Fire Department shall exclude periods of training, or injury or illness leaves, including duty related leave of more than 30 days in length. If an absence greater than thirty (30) days is granted by the Department during a firefighter's probationary period, the probationary period shall automatically be extended by the length of the absence. The employee shall be notified of the extension of the probationary period. The probationary period may further be extended for firefighters who are required as a condition of employment to become a certified paramedic who fail to become a paramedic in the first year of employment. During this extended period, the probationary employee may only be discharged without hearing if he or she fails to meet the requirements for paramedic certification.

Failure to meet the requirements of this section shall result in immediate discharge and removal of the person from his or her probationary position.

During any probationary period, the appointee shall not be deemed to have any vested, property, or other right or interest in his or her employment with the Village, and nothing in this subsection or in the other provisions of these rules and regulations shall be construed as creating any such right or interest.

The provisions of Chapter IX of these rules and regulations shall not apply to the dismissal or removal of a probationary appointee. Nothing in this subsection shall be construed to alter the



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application of or limit the effect of the provisions of the Firemen's Disciplinary Act, 50 ILCS 745/1 et seq. when applicable to the investigation of misconduct of any firefighter.

- E. Oath of Office and Bond. Before entering into his or her duties, any person about to become a probationary officer or a member of the Fire Department shall take such oath and enter into such bond as provided by the Illinois law and Village ordinances.

CHAPTER IVP - ENTRY LEVEL EXAMINATIONS AND APPOINTMENTS - POLICE

SECTION 4.1P EXAMINATIONS FOR ENTRY LEVEL POSITIONS

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

<u>Examination Element</u>	<u>Minimum Passing Grade</u>
1. Orientation:	Pass or Fail
2. Physical Agility Test:	Pass or Fail
3. Written Test:	70%
4. Verbal Examination	70%
5. Detailed Character and Background Investigation:	Pass or Fail
6. Psychological Examination:	Pass or Fail
7. Medical Examination:	Pass or Fail

Failure to achieve the minimum passing grade in any examination element shall disqualify the applicant from any further participation.

- B. Orientation. If one is scheduled or offered, all applicants for an entry level position shall attend an orientation session to be scheduled by the Board and conducted by persons designated by the Board. Failure to attend shall constitute failure of this element of the examination process.
- C. Written Test. Each applicant for any entry level position shall submit himself or herself for a written test.

- 1. Test Procedure. The written test for an entry level position shall be conducted by one or more Commissioners, or a designee of the Board, in a manner prescribed by the Board and pursuant to rules and procedures set by the Board for such test.

Failure to abide by the rules and procedures set for the test shall result in the disqualification of the applicant.

- 2. Grading of Tests. The written tests shall be graded by the Secretary or his or her designee, and the results of the graded tests shall be submitted to the Board.
- 3. Finality. All test papers are the property of the Board and any entity assisting the Board with the examination, and the grading thereof by the Board shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description.

- D. Physical Agility Test. Each applicant for an entry level position who has successfully passed all prior elements of the examination shall submit himself or herself for a physical agility test to be conducted by such person as the Board may direct. The test shall be graded by the person administering the test and the results of the graded test shall be submitted to the Board. This section may be satisfied by evidence submitted to the Board that indicates the candidate



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successfully submitted himself or herself to a substantially similar physical agility testing process conducted by a Board-approved entity within the previous 12-months.

- E. Verbal Examination. When requested, candidates for an entry level position shall submit himself or herself for a verbal examination before the Board, the appropriate Chief at the invitation of the Board, and such other persons, if any, as the Board may designate to participate in administering the examination. Each candidate shall be asked questions that will enable the examiners to further evaluate and grade him or her on problem solving skills, decision making abilities and the candidate's mental and mechanical ability to assimilate training as a police officer. The Board may determine the number of candidates to be given the verbal examination.
- F. Detailed Character and Background Investigation. At the request of the Board, the Department shall conduct a detailed character and background investigation of each candidate for an entry level position who has successfully passed all prior elements of the examination. The investigation shall review the candidate'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 analysis of the candidate.
- G. Psychological Examination. Each candidate for an entry level position who has received a conditional offer of appointment pursuant to Subsection 5.2A of these rules and regulations shall submit himself or herself for a psychological examination to be given by a qualified examiner selected by the Board. Such examination shall be given solely to determine a candidate's suitability 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.

If so directed by the Board, each candidate shall submit himself or herself, as part of the psychological examination, to a performance potential assessment conducted by a qualified examiner selected by the Board. Each candidate shall be examined to determine whether he or she possesses the judgment, composure, self-confidence, leadership, and other personality traits necessary or desirable 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.

- H. Medical Examination. Each candidate for an entry level position who has received a conditional offer of employment pursuant to Subsection 5.2A of these rules and regulations examination shall submit himself or herself for a medical examination, including a vision examination and drug screening, by a licensed physician designated by the Board for the purpose of determining fitness for, and physical ability to perform, all of the duties of the position for which he or she is applying. The results of the examination shall be submitted to the Board for its evaluation. A positive result on a confirmatory drug screening test shall be a sufficient basis for a determination by the Board that a candidate has failed the medical examination. At any point in the examination process, a candidate 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 candidate 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 a candidate to submit to a follow-up medical examination prior to appointment to a position.
- I. Deferral of Examination Elements E and F. Examination elements E and F of the entry level testing procedure may be deferred by the Board for all applicants until the Board receives notification by the Police Chief pursuant to Section 4.2P of these rules and regulations that a vacancy exists in the entry level rank. When this notification is received by the Board, whichever of examination elements E and F that have been deferred shall be administered to the candidates who are ranked on the register of eligibles in the order of their relative excellence as determined



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by performance on all elements of examination and allowable preference points.

- J. Waiver of Examination Elements. Applicants that have 2 years full-time experience in a properly constituted police department/law enforcement agency and are currently certified by the Illinois Law Enforcement Training and Standard Board may request a waiver from participating in the following elements of the examination process: orientation and physical agility as provided in 65 ILCS 5/10-2.1-6. Such request for waiver must be submitted in writing with the appropriate supporting documents to the Secretary prior to the examination element.
- K. Conditional Offer of Appointment and Examination Elements G and H. Examination elements G and H of the entry level testing procedure (listed in Subsection A and described in Subsections G and H of this Section 4.1P) shall be deferred by the Board for each candidate until the candidate has received a conditional offer of appointment pursuant to Subsection 4.2P-A of these rules and regulations.
- L. Grading Information. Information concerning grades received in an examination shall not be disclosed prior to the posting of a list of applicants passing the examination. The name of any person failing the examination need not be posted, published, or disclosed by the Board except to such person.

Each applicant shall be notified within a reasonable time of the result of his or her examination. No applicant shall be entitled to receive or review the specific grading of, or information or reports resulting from, any element of the examination.

SECTION 4.2P - LATERAL ENTRY REGISTRY - POLICE OFFICER

- A. An individual who has been previously employed as a full-time sworn officer of a regular police department in any municipal, county, university, or state law enforcement agency within the State of Illinois may apply for a lateral entry position, provided they are certified by the Illinois Law Enforcement Training Standards Board and have been with their respective law enforcement agency within the state for at least two (2) years.
- B. To be considered for the lateral entry registry, the applicant must submit a completed application form to the Board along with proof that they have worked for an Illinois law enforcement agency for two (2) years. Applicants for a lateral hire position must also provide documentation that they have successfully completed the minimum standards basic law enforcement training course pursuant to the Illinois Police Training Act.
- C. Every applicant for lateral entry must meet all of the application requirements and prerequisites set forth in these rules and regulations. Lateral entry applicants must be of good moral character, sound health, and must be able to perform the essential job functions of the position applied for. The lateral entry procedure includes the following phases: employment application, pre-screening, Police Department oral interview, background investigation, and polygraph examination. Lateral entry candidates must receive a passing grade of 70% in order to proceed to the next phase.
- D. Lateral hire applicants who have met all hiring prerequisites and successfully completed the required portions of the process will be placed upon the final eligibility register for lateral entry in order of their relative excellence, based upon their scores. Election of statutory preference points will be processed according to Section 5.2 of these rules.
- E. For purposes of appointment to a vacancy, the Board may, but is not required to, give preference to an individual on the final register of eligibles for lateral entry. Lateral entry candidates must receive a passing grade of 70% in an oral interview with the Board before a conditional offer of employment is extended. The Board, in its discretion, may make an offer of employment to a



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candidate from either the final register of eligibles or the final register of eligibles for lateral entry. If a conditional offer of employment is extended to a lateral entry candidate, they must pass psychological and medical exams as included in Section 4.1P, G & H.

- F. An individual who has been on the final register of eligibles for lateral entry for more than two (2) years and has not been certified for hire shall be removed from the list.

SECTION 4.3P 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 Illinois Board of Fire and Police Commissioners Act. 65 ILCS 5/10-2.1-1 et seq. After certification to the Board in writing by the Village Manager and the Police Chief that a vacancy or vacancies exist in the entry level rank, as designed by the Police Chief, the Board shall make conditional offers of appointment to fill the vacancy or vacancies to the same number of the highest-ranking candidates on the register of eligibles or register of eligibles for lateral entry for that position as there are vacancies plus such additional candidates as the Board deems appropriate. Such offers of appointment shall be conditioned on successful completion by such candidates of each examination element that was deferred pursuant to Subsection 4.1P1 of these rules and regulations and on successful completion by such candidates of examination elements 6 and 7 of the entry level testing procedure established in Subsection 4.1P-A of these rules and regulations. If any such candidate fails to successfully complete any one of such examination elements, then such conditional offer of appointment shall be deemed withdrawn and the Board shall fill the vacancy or vacancies pursuant to the procedures of this subsection as if the name of that candidate had been stricken from the register of eligibles or register of eligibles for lateral entry.
- B. Acceptance or Waiver of Appointment. A candidate must accept in writing any appointment within the time set by the Board at any time the conditional offer of appointment is made. However, a candidate may, within seven days after mailing of notice of his or her conditional offer of appointment, request a waiver of the right to appointment in writing signed by the candidate. Such waiver request shall include a statement of the reasons therefore and a request that the Board retain the candidate's name on the register of eligibles or register of eligibles for lateral entry. The Board shall review such statement of reasons and determine whether to approve such waiver. If such waiver is approved, or if no request for waiver or response to the notice of appointment is received within the above prescribed time, then the Board shall retain the name of the candidate on the register of eligibles or register of eligibles for lateral entry and shall fill the vacancy pursuant to the procedures of Subsection A of this section. If such waiver is not approved, then the Board shall strike the candidate's name from the register of eligibles or register of eligibles for lateral entry pursuant to Section 5.4 of these rules and regulations and shall fill the vacancy pursuant to Subsection A of this Section. The Board may approve no more than one waiver for a candidate.
- C. Certificate of Appointment. After, and only if, the candidate has successfully completed all examination elements as provided in Subsection A of this section, the candidate shall receive a certificate of appointment signed by the Chairperson and Secretary of the Board. (65 ILCS 5/10-2.1-4)
- D. Probation. Persons appointed to an entry level rank in the Police Department shall be on probation for a minimum period of twelve (12) months and up to twenty-four (24) months. During said period, all such persons shall, within six months after the date of his or her initial appointment, either: (1) 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 Law Enforcement Training and Standard Board that he or she has successfully completed said course; or (2) if previously certified by the Illinois Law Enforcement Training and Standard



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Board as successfully completing an approved course, make a written request for and receive a waiver of additional training from the Illinois Law Enforcement Training and Standard Board.

Failure to meet the requirements of this section shall result in immediate discharge and removal of the person from his or her probationary position.

During any probationary period, the appointee shall not be deemed to have any vested, property, or other right or interest in his or her employment with the Village, and nothing in this Subsection 4.2 P D or in the other provisions of these rules and regulations shall be construed as creating any such right or interest.

The provisions of Chapter IX of these rules and regulations shall not apply to the dismissal or removal of a probationary appointee. Nothing in this Subsection D shall be construed to alter the application of the Uniform Peace Officers' Disciplinary Act, 65 ILCS 725/1 et seq., when applicable to the investigation of misconduct of any peace officer.

- E. Oath of Office and Bond. Before entering into his or her duties, any person about to become a probationary officer or a member of the Police Department shall take such oath and enter into such bond as provided by the Illinois law and Village ordinances.

CHAPTER V - ELIGIBILITY LISTS AND REGISTERS OF ELIGIBLES

SECTION 5.1 ESTABLISHMENT OF REGISTER OF ELIGIBLES

The Secretary shall, in the manner and on the basis provided in this chapter, establish and maintain a register of eligibles for each rank within the Departments, except for the positions of Fire Chief and Police Chief or the positions of Deputy Fire Chief or Deputy Police Chief. A register of eligibles shall rank all applicants who have passed all examinations for the stated rank in accordance with the established rules.

SECTION 5.2 ELIGIBILITY LISTS - ALL POSITIONS

- A. Initial Ranking. Within 60 days after all applicants have completed the elements of any examination called by the Board pursuant to Section 2.1 of these rules and regulations, the Secretary shall prepare and post a list of the applicants who passed all of said examinations, ranking the applicants in order of their relative excellence as determined by the numerical scores and Board evaluations achieved by each applicant pursuant to Section 5.1 or Section 7.1 of these rules and regulations.
- B. Preference Claims. Within 10 days after posting of the initial eligibility list, applicants, including applicants for promotion, who may claim a preference under the Illinois Board of Fire and Police Commissioners Act for military service, or for educational achievement, or for law enforcement training and service, shall make their claims or they shall be deemed waived. 65 ILCS 5/10-2.1-8 through 10-2.1-12. Evidence of qualification for such preference must accompany the claim. After receipt of a valid claim of preference from an applicant, the Secretary shall add the appropriate number of points to that applicant's examination score in accordance with the Act.
- C. Adjusted Ranking; Initial Register of Eligibles. After preference additions have been completed, the Secretary shall re-rank the applicants on the eligibility list according to their scores and evaluations, and the applicants' order of eligibility as thereafter determined shall be the basis for placement of such applicants on the initial register of eligibles. (65 ILCS 5/10-2.1-9 through 10-2.1-12 & 10-2.1-14.)



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- D. Conditional Nature of Adjusted Rankings. The rankings of the applicants placed on the initial 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 initial 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.

SECTION 5.3 FINAL REGISTER OF ELIGIBLES

After all examination elements are administered and a final order of eligibility is established, the Secretary shall integrate from the eligibility list into the final register of eligibles for the position for which the examinations were called the names of the applicants who have completed all elements of the examination in such a manner that all such 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. 65 ILCS 5/10-2.1-14.

SECTION 5.4 REMOVAL OF NAMES FROM REGISTERS OF ELIGIBLES

- A. Entry Level. The Secretary shall strike from either the initial register of eligibles or the final register of eligibles for the entry level rank the name of:
1. any applicant who may be disqualified pursuant to Section 4.4 of these rules and regulations; and
 2. any applicant who has been on that register of eligibles for more than two years, 65 ILCS 5/10-2.1-9; and
 3. any applicant who ceases to meet the qualifications for the rank to be filled from that register of eligibles; and
 4. any applicant who fails to accept, in writing signed by the applicant, the position within seven days after receiving notice of his or her appointment, except as otherwise provided in Subsection 5.2(B) of these rules and regulations.
- B. Promotional. The Secretary shall strike from either the initial register of eligibles or the final register of eligibles for a promotional rank the name of:
1. any applicant who may be disqualified pursuant to Section 6.3 of these rules and regulations; and
 2. any applicant who has been on that register of eligibles for more than three years, provided there is no vacancy existing that can be filled from that register of eligibles, 65 ILCS 5/10-2.1-15; and
 3. any applicant who ceases to meet the qualifications for the rank to be filled from that register of eligibles; and
 4. any applicant who fails to accept, in writing signed by the applicant, the position within seven days after receiving notice of his or her appointment, except as otherwise provided in Subsection 7.2(B) of these rules and regulations.



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CHAPTER VI - APPLICATIONS FOR PROMOTIONAL POSITIONS

SECTION 6.1 APPLICATION FORMS

The Board shall furnish application forms or such other documents approved by the Board that must be completed by any applicant desiring a promotional appointment in the Fire Department or Police Department.

SECTION 6.2 FILING APPLICATIONS

Applications for a promotional position in the Fire Department or Police Department shall be addressed to the Board and filed with the Secretary on forms furnished by the Board. Applications will not be accepted until notice of an examination for a position has been given or waived in accordance with Section 2.2 of these rules and regulations, and applications will not be accepted less than two weeks prior to the date of an examination. The Secretary shall endorse on each application the date and hour it was received, which time shall determine the timeliness and priority of filing.

SECTION 6.3 DISQUALIFICATION

- A. Grounds. The Board may refuse to examine, or after examination refuse to certify as eligible, or after certification as eligible refuse to retain on the register of eligibles, an applicant:
1. who is found lacking in any of the established general requirements stated in Section 4.1 of these rules and regulations; or
 2. who currently is using narcotics, drugs, or intoxicating beverages in any manner that would affect the applicant's ability to discharge properly the duties of the position sought; or who is gambling illegally; or who is not a person of good character; 65 ILCS 5/10-2.1-6;
 3. who has been convicted of a felony, a crime of moral turpitude, or a misdemeanor specifically listed in 65 ILCS 5/10-2.1-6; or
 4. who has been shown to have attempted to practice any dishonesty, deception, or fraud in his or application, examination, or other submissions to or dealings with the Board, the Departments, or the Village; or
 5. who has failed to abide by the rules and procedures governing the application process; or
 6. who has been dismissed from any public service for good cause; or
 7. whose character or employment references are unsatisfactory; or
 8. who has not successfully completed any portion of the examination process.
 9. who does not satisfy the requirements of the job description published by the Village for the position for which he or she is applying.



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- B. Notification; Hearing. Whenever the Board shall make a preliminary finding that any applicant is disqualified under Subsection A of this section, the Secretary shall notify the applicant of such finding by a letter stating the reason(s) for the finding.
- C. After written request made by the applicant within five days after the date of such notice, the applicant shall be given an opportunity to be heard by the Board. At such hearing, the applicant shall have an opportunity to explain his or her version of the facts relating to the reasons given for the finding of disqualification. At the conclusion of such hearing, the Board shall confirm or vacate the preliminary finding of disqualification and shall notify the applicant of its determination.

If no written request is made by the applicant, then the preliminary finding of disqualification shall be deemed confirmed five 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.

SECTION 6.4 SPECIAL QUALIFICATIONS

If the position for which applications are sought requires special qualifications, then the Board may require evidence of special training or practical experience. Such requirement shall be stated in the Notice of Examination given pursuant to Section 2.2 of these rules and regulations.

SECTION 6.5 ATTENDANCE AT EXAMINATION

All applicants who have not been disqualified by the Board shall present themselves for examination.

SECTION 6.6 RELEASE OF LIABILITY

In consideration of being admitted to the examination process, all applicants shall execute and deliver to the Board a release of all liability as a result of participating in the examinations and all waivers and releases of information necessary to allow the Board to complete all elements of the examinations, on forms approved by the Board.

SECTION 6.7 ADMISSION TO EXAMINATION

No person shall knowingly be admitted to an examination who does not meet the minimum qualifications fixed 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.

SECTION 6.8 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 6.3(B) of this chapter, nor anything else in these rules and regulations 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 the departments.

SECTION 6.9 CORRECTION OF APPLICATIONS

Applications for all positions will not be rejected because of minor omissions or deficiencies that can be corrected prior to the written test.



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SECTION 6.10 AGE

The minimum age requirement of Section 3.1B of these rules and regulations shall apply to promotional appointments. However, the maximum age requirement of said section noted above shall not apply to promotional appointments

CHAPTER VII - PROMOTIONAL EXAMINATIONS AND APPOINTMENTS

SECTION 7.1 EXAMINATIONS FOR PROMOTIONAL POSITIONS

A. General. All examinations for a promotional position shall be competitive among such members of the next lower rank as desire to submit themselves to such examination. If no such members meet the minimum qualifications for such promotional position, then the call for such examination and notice thereof shall be made in the same manner as for entry level ranks, as provided in Sections 2.1 and 2.2 of these rules and regulations, and such examination shall be competitive among such applicants who meet the minimum qualifications for such promotional position. (65 ILCS 5/10-2.1-15.)

B. Examination Elements and Grading.

1. Fire.

Examinations for a promotional level position in the Fire Department shall be conducted as outlined in the Collective Bargaining Agreement between the Village and the Firefighters Local and according to the terms of the Fire Department Promotion Public Act 93-0411.

2. Police.

Examinations for a promotional level position in the Police Department shall consist of the following elements conducted in the order listed below and shall require the indicated minimum passing grade to continue to the next element. The maximum basic score is 100 and the two additional elements are worth 5 and 3.5 points each.

The elements will be scored as follows:

<u>Element</u>	<u>Maximum Points</u>	<u>Minimum Passing Grade</u>
Written Examination	20 points	70%
Job-Related Assessment Exercise	40 points	70%
Verbal Examination	25 points	70%
Supervisor Evaluation	10 points	
<u>Seniority</u>	<u>5 points</u>	
Total Possible Points	100 points	

Possible points added to the above scoring:

Military services	up to 3.5 points*
Essay Question	up to 5 points

* 65 ILCS 5/10-2.1-11 – 7/10 of one point for each 6 months or fraction thereof of military or naval service not exceeding 30 months.)

C. Written Test. Each applicant for any promotional position shall submit himself or herself for a written test.



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1. Test Procedure. The written test for a promotional position shall be conducted by one or more Commissioners, or a designee of the Board, in a manner prescribed by the Board for that purpose and pursuant to rules and procedures set by the Board for such test. Failure to abide by the rules and procedures set for the test shall result in the disqualification of the applicant.
 2. Grading of Tests. The written tests shall be graded by the Secretary of his or her designee, and the results of the graded tests shall be submitted to the Board.
 3. Finality. All test papers are the property of the Board and any entity assisting the Board with the examination, and the grading thereof by the Board shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description.
- D. Job-Related Assessment Exercise. If deemed necessary by the Board, the exercise will be conducted by a Board-approved professional qualified to conduct such exercises. Each applicant for a promotional position who has successfully passed all prior elements of the examination shall submit himself or herself for a job-related assessment exercise.
- E. Verbal Examination. Each applicant for a promotional position who has successfully passed all prior elements of the examination shall submit himself or herself for a verbal examination.
1. Written Statement. If requested, each applicant shall submit, prior to the deadline established by the Board, a written statement containing the reasons he or she should be selected for the promotional position for which he or she has applied. This statement should describe the applicant's qualifications for the position he or she seeks, including any items which he or she feels have prepared him or her for the position, any pertinent community service he or she has performed, and any other matters reflecting his or her commitment to the Department in which he or she seeks the position and to the Village community.
 2. Verbal Examination. The verbal examination shall be conducted before the Board, the appropriate Chief, and such other persons, if any, as the Board may designate to participate in administering the verbal examination. At least two members of the Board shall be present to conduct any verbal examination.
 3. Subjects of Verbal Examination. Each applicant shall be asked questions that will enable the examiners to properly evaluate and grade him or her on appearance, alertness, ability to present ideas, judgment, 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 the applicant.
 4. Grading of Examination. After completion of the verbal examination, the examiners shall discuss the applicant's ability. Each examiner then will grade the applicant. The applicant's final grade will be the average of the participating examiners' grades, and will be computed at the conclusion of all verbal examinations.
- F. Grading Information. Information concerning grades received in an examination shall not be disclosed prior to the posting of a list of applicants passing the examination. The name of any person failing the examination need not be posted, published, or disclosed by the Board except to such person.



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Each applicant shall be notified within a reasonable time of the result of his or her examination. No applicant shall be entitled to receive or review the specific grading of, or information or reports resulting from, any element of the examination.

SECTION 7.2 PROMOTIONAL APPOINTMENTS

- A. Basis of Appointment. Appointments to promotional positions for which registers of eligibles have been established shall be made in accordance with the Illinois Board of Fire and Police Commissioners Act. 65 ILCS 5/10-2.1-1 et seq. and the Fire Promotions Act 094-0809. After certification to the Board in writing by the Chief and the Village Manager that a vacancy exists in a promotional rank, as designated by the Chief, the Board shall make conditional offers of appointment to fill the vacancy to one or more of the three highest ranking applicants on the register of eligibles for that rank who in the opinion of a majority of the Commissioners may be best suited to and qualified for the position to be filled, except that when a register of eligibles for a promotional rank contains fewer than three names, the choice shall be from such fewer number. Before making any such an offer of promotional appointment, the Board shall request, and the Chief shall provide, an evaluation of the suitability and qualification for the position to be filled of the candidates eligible for such promotion. The Board shall accord such Chief's evaluation such weight as it deems appropriate under all of the circumstances. 65 ILCS 5/110-2.1-14 & 10-2.1-15.
- 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 conditional offer of appointment is made. However, an applicant may, within seven days after mailing of notice of his or her conditional offer of appointment, request a waiver of the right to appointment in writing, signed by the applicant. Such waiver request shall include a statement of reasons therefore 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, or if no request for waiver or response to the notice of appointment is received within the above prescribed time, then the Board shall retain the name of the applicant on the register of eligibles and shall fill the vacancy pursuant to the procedures of Subsection A of this section. If such waiver is not approved, then the Board shall strike the applicant's name from the register of eligibles pursuant to Section 3.4 of these rules and regulations and shall fill the vacancy pursuant to Subsection A of this section. The Board may approve no more than one waiver for an applicant.
- C. Certificate of Appointment. The applicant shall receive a certificate of appointment signed by the Chairperson and Secretary of the Board. Promotional appointments shall not be on probation. 65 ILCS 5/10-2.1-4.
- D. Demotions. Any member of the Fire Department or the Police Department may request a demotion to a lower rank subject to the approval of the Board. Demotion shall result in a reduction in compensation to a rate not exceeding the maximum rate of such lower rank.

CHAPTER VIII - TEMPORARY APPOINTMENTS

SECTION 8.1 BOARD DUTIES

The Board, at the request of the Village Board of Trustees and without complying with the provisions of these rules and regulations otherwise applicable to appointments, shall make temporary appointments to the Fire Department or the Police Department to prevent a stoppage of public business, to meet extraordinary situations, or to prevent the material impairment of the Fire Department's or the Police Department's ability to carry out its functions. Such temporary appointments shall not be made to exceed 60 days and no person shall receive such a temporary appointment more than twice in any calendar year. 65 ILCS 5/10-2.1-16.



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CHAPTER IX - RULES REGARDING SUSPENSIONS, REMOVALS, AND DISCHARGES

SECTION 9.1 ADDITIONAL DEFINITIONS

For the purpose of this Chapter IX, the following terms shall have the meanings herein ascribed to them:

- A. Charge. A written statement alleging just cause against the respondent for suspension or removal or discharge under this chapter.
- B. Complainant. The person who files a charge under this Chapter IX.
- C. Day. Calendar day.
- D. 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 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 after 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 after said Saturday, Sunday, or legal holiday.
- E. Just Cause. Some substantial shortcoming on the part of a member of the Fire Department or Police Department that renders his or her continued employment in the Fire Department or Police Department in some way detrimental to the discipline and efficiency of the public service rendered by the Fire Department or the Police Department and something that the law and sound public opinion recognize as cause for the member to no longer occupy his or her position. Without in any manner limiting the foregoing, "just 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 could have constituted ground for disqualification from original appointment; or
 - 5. any violation of any federal, state, or municipal law affective 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 Fire Department or the Police Department.



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- F. Parties. The complainant and the respondent.
 - 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 Fire Department or 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 after the date of mailing, unless said second day be 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 after said Saturday, Sunday, or legal holiday.

SECTION 9.2 JUST CAUSE REQUIRED

Except as provided in Section 9.9 of this chapter, no member of the Fire Department or the Police Department shall be suspended or removed or discharged except for just cause. (65 ILCS 5/10-2.1-17.)

SECTION 9.3 SUSPENSIONS; APPEALS TO THE BOARD

- A. Suspensions. The Fire Chief or the Police Chief shall have the right to suspend any member of the Fire Department or the Police Department for a period not exceeding five days without pay by serving a written notice of suspension on such member which sets out the facts constituting just cause for suspension. The Chief shall promptly notify the Board of every such suspension.
- B. Appeal. Any member so suspended may appeal the suspension to the Board by filing notice of appeal within five days after service of written notice of such suspension, regardless of when the suspension is to be served. A hearing shall be had upon appeal, in accordance with the provisions of Sections 9.5, 9.6, and 9.7 of this chapter, except that the respondent shall have the burden of establishing that there was no just cause for the suspension. This process shall apply unless changed by a Collective Bargaining Agreement.

On such appeal, the Board shall review the action of the Fire Chief or Police Chief to determine if it is just and reasonable in light of all the evidence presented. The Board may sustain the action of the Fire Chief or Police Chief, may reverse the action of the Fire Chief or Police 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 30 days, or may remove or discharge the member, depending on the evidence presented. (65 ILCS 5/10-2.1-17.)

SECTION 9.4 CHARGES

- A. Complainant. Charges may be brought against a member by any person.
- B. Charges. Charges shall be in writing, shall be signed by the complainant, and shall state with specificity the facts alleged to constitute just cause for suspension, removal, or discharge. Such charges shall be filed with the Secretary and shall be served upon the respondent.



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SECTION 9.5 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 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 five days prior to the hearing date.
- 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 48 hours prior to the hearing.
- D. Reply. The complainant may reply to any affirmative matter contained in such answer by signing, filing, and serving such reply not less than eight hours prior to the hearing.
- E. Continuance. Motions for continuance of the hearing made by either party shall be in writing and shall be filed with the Secretary and served on the opposing party not less than 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 Secretary may grant or deny a continuance on the motion of either party or on his or her own motion, but no continuance that extends the commencement of the hearing beyond 30 days from the filing date shall be granted. 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 I of this Section 9.5 and said continuance causes postponement of the conclusion of the hearing to a date more than 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.
- F. 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, or documents sought to be subpoenaed. The Board, or any Commissioner, shall issue such subpoenas if it deems the testimony of such person or such documents to 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. (65 ILCS 5/10-2.1-17.)
- G. Evidence Depositions. Evidence depositions may be taken and utilized in the manner and under the conditions prescribed therefore in courts of general jurisdiction in the State of Illinois.
- H. 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.
- I. Suspension Before Hearing. The Board may suspend the respondent pending hearing, with pay or without pay, for not more than 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. (65 ILCS 5/10- 2.1-17.).

SECTION 9.6 HEARING

- A. Commencement and Adjournment. A hearing shall be commenced within 30 days after the filing 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.



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- B. Quorum to Conduct Hearing. Two Commissioners shall constitute a quorum of the Board for the conducting of a hearing.
- C. Public Hearings and Closed Hearings. All disciplinary hearings of the Board shall be held in accordance with the Illinois Open Meetings Act, 6 ILCS 120/1.01 et seq. The hearing shall be public, but at any time before or during such hearing the Board may determine that such hearing, or any portion of such hearing, except for final action, shall be closed.
- D. Counsel. The 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.
- E. Oath. All witnesses shall be sworn under oath prior to testifying. The oath may be administered by any member of the Board.
- F. Order of Proceedings; Cross Examination. After disposition of any 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 the opposite party.
- G. Rules of Evidence.
1. Irrelevant, immaterial, or unduly repetitious evidence shall be excluded. The rules of evidence, as applied in civil cases in Illinois, shall be followed; provided, however, that when necessary to ascertain facts not reasonably susceptible of proof under those rules, evidence not admissible thereunder may be admitted (except where precluded by statute) if it is of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs. The Board shall give effect to the rules of privilege recognized by law. 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.
 3. The Board may take notice of judicially cognizable facts.
- H. Burden of Proof. Except as provided in Subsection 9.3(B) of this chapter, the complainant shall have the burden of proving the charges brought by the preponderance of the evidence.
- I. 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.
- J. Record of Proceedings. The hearing proceedings shall be recorded by a recorder supplied by the Board. Such recording shall be made available to any party for audition or transcription at such party's expense. The Board or any party in addition may provide for a transcript to be taken by a reporter, in which event recording shall not be required. Such transcript may be written



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upon the request of the Board or any party, at the expense of the person making the request.

SECTION 9.7 FINDINGS AND DECISIONS

- A. Vote. To reach a finding of guilty on charges brought pursuant to Section 9.4 of this chapter, at least two Commissioners must vote guilty. A vote of guilty as to a charge by fewer than two Commissioners constitutes a finding of not guilty. To reverse a suspension appealed to the Board pursuant to Section 9.3 of this Chapter, at least two 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.
- B. Finding of Not Guilty. If the respondent is found not guilty as to each and every charge, or if a suspension appealed pursuant to Section 9.3 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 Fire Department or Police Department to reimburse 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 the 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 30 days, including any period of suspension, with or without pay, by the Fire Chief, the Police Chief, or the Board prior to such finding. (65 ILCS 5/10-2.1-17.)
- D. Notice of Findings and Decisions. The Board shall promptly serve notice on the parties of its findings and decision.
- E. Rehearing. Such findings and decision of the Board shall be final and not subject to rehearing.

SECTION 9.8 REVIEW

Either party may file a complaint for review of a final decision by the Board in accordance with the Administrative Review Act, as amended from time to time, 73 ILCS 5/3-101 et seq.

SECTION 9.9 APPLICABILITY TO PROBATIONARY EMPLOYEES

The provisions of this Chapter IX do not apply to Department personnel who are on probation pursuant to Subsection 4.3P(D) and 4.9F(D) of these rules and regulations.

Adopted by the Board of Fire and Police Commissioners of the Village of Lake Zurich, Illinois effective December 13, 2021 and as amended hereafter.



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BOARD OF FIRE AND POLICE COMMISSIONERS

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BOARD OF FIRE AND POLICE COMMISSIONERS

VILLAGE OF LAKE ZURICH, ILLINOIS

Michael Hill

Michael Hill

, Commission Chairman

Marty Bush

Marty Bush

, Commission Secretary

John H. Kelly

John Kelly

, Commissioner

Adopted: November 23, 2021

In Force: December 13, 2021



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APPENDIX A

BOARD OF FIRE AND POLICE COMMISSIONERS FORMS

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FORM 1

VILLAGE OF LAKE ZURICH AUTHORIZATION FORM

I, _____, hereby authorize the Village of Lake Zurich and its agents, employees or representatives to obtain and use all information relating to my previous and current employment, education, military record, criminal conviction history, personal characteristics, credit history, and all other information which may bear favorably or unfavorably upon my application for employment made to the Village of Lake Zurich. I also consent to the release to the Village of Lake Zurich of any and all medical records prepared during the physical examination I am required to undergo for employment with the Village of Lake Zurich. I further release from liability any person or persons providing or receiving any such information in connection with this pre-employment investigation.

I hereby acknowledge and agree that as a condition of employment with the Village of Lake Zurich, I must maintain at all times a valid State of Illinois Driver's License of the Class required to operate all vehicles of the Village of Lake Zurich. I do further agree that my failure to maintain said driver's license will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the Village.

Signature _____

SUBSCRIBED and SWORN to before me this _____ day of _____, 20 .

_____ Notary Public (SEAL)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially and will be used only to help assure the best use of your abilities, if you are employed with us.



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FORM 2

VILLAGE OF LAKE ZURICH BOARD OF FIRE AND POLICE COMMISSIONERS
PREFERENCE POINTS FOR POLICE OFFICER CANDIDATES

After the initial eligibility list is created, candidates who are eligible for preference points may submit a claim for these points in writing to the Board of Fire and Police Commissioners on its standard form. This claim must be made within ten (10) days after the posting of the initial eligibility list or the points will be deemed waived. Applicants may claim two types of preference points:

1. VETERAN'S PREFERENCE POINTS

Applicants who were engaged in the military or naval service of the United States for a period of at least one year and who were honorably discharged there from, or who are not on may hereafter be on inactive or reserve duty in such military or naval service (not including, however, in the case of offices, positions and places of employment in the police department, persons who were convicted by court-martial of disobedience of orders, where such disobedience consisted in the refusal to perform military service on the ground of religious or conscientious objections against war) shall receive five (5) points. Proof of such service must include a copy of Military Form DD-214 (long form) as proof of active service, evidence of the honorable discharge, and a sworn affidavit by the applicant. Veterans and educational preference points shall not be cumulative.

2. EDUCATIONAL/EXPERIENCE PREFERENCE POINTS

Applicants who have successfully obtained an associate's degree in the field of law enforcement, criminal justice, or a bachelor's degree from an accredited college or university; and persons who have been awarded a certificate attesting to the 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.*) and are currently serving as a law enforcement officer on a part-time or full-time basis within the State of Illinois shall receive five (5) points provided that the applicant has not received Veteran's preference points. A certified transcript must be included with the request for preference points as proof of the attainment of degree.



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BOARD OF FIRE AND POLICE COMMISSIONERS

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FORM 3

VILLAGE OF LAKE ZURICH BOARD OF FIRE AND POLICE COMMISSIONERS
PREFERENCE POINT CLAIM FORM AND AFFIDAVIT FOR POLICE OFFICER CANDIDATES

SUBJECT: Initial Eligibility List

RANK: Entry Level Police Officer

DATE OF POSTING:

Read this notice carefully!

This is an Initial Eligibility List. This is not the Final Register of Eligibles from which candidates will be hired.

The order of ranking on this Initial Eligibility List will change after scores are revised based on preference points for candidates with military credit or with education credit or police training certification as provided in Section 10-2.1-8 of the Illinois Board of Fire and Police Commissioners Act, 65ILCS 5/10-2.1-9.

Any candidate who seeks preference points must make a claim for that credit within ten (10) days after the posting of this Initial Eligibility List, or such claim shall be deemed waived. This initial list will expire on

The order of ranking on the Initial Eligibility List also may change as required additional elements of the entry-level examination are administered and scored. Candidates may rise or fall on the list, and a candidate may be stricken from the list if he or she fails any element of the examination. Additional examination elements may include a detailed background investigation, a psychological examination, a medical examination, and an oral interview.

BOARD OF FIRE AND POLICE COMMISSIONERS

If you are claiming preference points, please indicate which points you are claiming on the form below, **attach proper paperwork (transcript, DD-214, Certification)** and return to The Lake Zurich Police Department, 200 Mohawk Trail, Lake Zurich IL 60047, Attn: Stephanie Steiner, prior to the due date. E-mailed documents may also be sent to stephanie.steiner@lakezurich.org.



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NAME _____

DATE _____

Illinois Law permits the Fire and Police Commission to add preference points to your score. Police officer candidates may claim one of the following preference points:

MILITARY SERVICE _____

EDUCATION CREDIT _____

POLICE TRAINING CERTIFICATION _____

Additional information _____



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FORM 4

VILLAGE OF LAKE ZURICH BOARD OF FIRE AND POLICE COMMISSIONERS
PREFERENCE POINTS FOR FIREFIGHTER CANDIDATES

If you wish to claim preference points for the final eligibility list for employment with the Village of Lake Zurich, please complete the following form and submit it with any required attachments within ten (10) days after the posting of the initial eligibility list. Failure to submit the request within ten (10) days shall be deemed a waiver of the points.

Six types of preference points may be claimed by applicants:

1. EXPERIENCE PREFERENCE POINTS

Any applicant who, on or after August 20, 1993, has been a paid-on-call certified firefighter II and/or paramedic of the Village of Lake Zurich Fire Department shall be awarded one-half point for each year of successful service, up to a maximum of five (5) points at the time of the posting of the initial eligibility list. Any applicant who, on or after August 20, 1993, has been a paid-on-call certified firefighter III of the Village of Lake Zurich Fire Department shall be awarded one-half (1/2) point per year of successful service, up to a maximum of two and one-half (2.5) points at the time of the posting of the initial eligibility list.

Any applicant from outside the Village of Lake Zurich Fire Department who were employed as full-time certified firefighters II for at least two (2) years at another fire protection district or municipality shall have the same preference Village of Lake Zurich Fire Department POCs and shall be awarded one-half (1/2) point for each year up to a maximum of two and one-half (2.5) points. Any applicant from outside the Village of Lake Zurich Fire Department who was employed as a full-time certified firefighter III for at least two (2) years at another fire protection district or municipality shall have the same preference as Village of Lake Zurich Fire Department POCs and shall be awarded one-half (1/2) point per year to a maximum of two and one-half (2.5) points at the time of the posting of the initial eligibility list. No experience preference points will be awarded to an applicant for service with a private employer who had a contract for fire or ambulance service with a fire protection district or municipality.

Proof of such service must include submission of copies of applicable certificates and a sworn affidavit by the applicant (see below). Note that proof of POC or full-time service may be verified by the District. Also note that an applicant may not receive experience preference points for a certificate if the amount of points awarded would place the applicant before a veteran on the eligibility list. Finally, no person shall be awarded more than the maximum of five (5) points for experience.

2. VETERAN'S PREFERENCE POINTS

Applicants who served in the United States military actively for at least one year and who were honorably discharged or are now on inactive or reserve duty shall receive five (5) points. Proof of such service must include a copy of Military Form DD-214 (long form) as proof of active service, evidence of the honorable discharge and a sworn affidavit by the applicant (see below).

3. EDUCATIONAL PREFERENCE POINTS

Applicants who have successfully obtained an associate's degree in the field of fire service, or emergency medical services, or a bachelor's degree from an accredited college or university shall receive five (5) points. A copy of a diploma must be included with the request for preference points as proof of the attainment of degree.

4. FIRE CADET PREFERENCE POINTS

Applicants who have successfully completed 2 years of study in fire techniques or cadet training within a cadet program established under the rules of the Joint Labor and Management Committee (JLMC) may be awarded up to five (5) preference points at the Commission's discretion.



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5. RESIDENCY PREFERENCE POINTS

Any applicant whose principal residence is located within the District's jurisdiction may be awarded up to two (2) preference points.

6. ADDITIONAL PREFERENCE POINTS

The Board has the authority to award up to five (5) additional preference points based on the applicants experience or background for unique categories identified by the Board.

APPLICANTS CAN CHOOSE FROM THE LIST BELOW AND APPLY ALL APPLICABLE PREFERENCE POINTS NOT TO EXCEED A TOTAL OF FIVE (5) POINTS

Applicants who are currently certified, at time of application, as Emergency Medical Technician-Paramedic (EMT-P) and have obtained Full Advanced Life Support (ALS) privileges within the Northwest Community Emergency Medical Services System (NWC EMSS) shall receive five (5) points.

Applicants who are currently certified by the Office of the State Fire Marshal to the FF III/Advanced level shall receive two (2) points.

Applicants who have successfully completed two years of appointment with the Village of Lake Zurich Fire Explorer Program shall receive two (2) points.

Applicants that have successfully completed the Lake County High Schools Technology Campus program in either Fire Fighting or Emergency Medical Services shall receive two (2) points.



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FORM 5

VILLAGE OF LAKE ZURICH BOARD OF FIRE AND POLICE COMMISSIONERS
PREFERENCE POINT CLAIM FORM AND AFFIDAVIT FOR FIREFIGHTER CANDIDATES

If you wish to claim preference points for the final eligibility list for hire with the Village of Lake Zurich Fire Department, please complete the following form and submit it with any required attachments within ten (10) days after the posting of the initial eligibility list. Failure to submit the request within ten (10) days shall be deemed a waiver of the points.

A. EXPERIENCE PREFERENCE POINTS (65 ILCS 5/10-2.1-6.3(H)(5))

Please state the relevant dates of successful service in the following capacities and attach Firefighter II, Firefighter III and/or Paramedic Certificates; do not include employment with any private company or service even if that employment provided service to a fire district or municipality.

1. VILLAGE OF LAKE ZURICH FIRE DEPARTMENT PAID-ON-CALL FIREFIGHTER II AND/OR PARAMEDIC

DATE OF SERVICE (MONTH/DATE/YEAR): _____ TO _____

2. VILLAGE OF LAKE ZURICH FIRE DEPARTMENT PAID-ON-CALL FIREFIGHTER III

DATE OF SERVICE (MONTH/DATE/YEAR): _____ TO _____

3. FULL-TIME FIREFIGHTER II AND/OR PARAMEDIC

NAME OF DEPARTMENT/DISTRICT: _____

ADDRESS: _____

PHONE NUMBER: _____

DATE OF SERVICE (MONTH/DATE/YEAR): _____ TO _____

NAME OF DEPARTMENT/DISTRICT: _____

ADDRESS: _____

PHONE NUMBER: _____

DATE OF SERVICE (MONTH/DATE/YEAR): _____ TO _____

4. FULL-TIME FIREFIGHTER III

NAME OF DEPARTMENT/DISTRICT: _____

ADDRESS: _____

PHONE NUMBER: _____

DATE OF SERVICE (MONTH/DATE/YEAR): _____ TO _____



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B. VETERAN'S PREFERENCE POINTS (65 ILCS 5/10-2.1-6.3(H)(1))

PLEASE STATE THE FOLLOWING INFORMATION REGARDING YOUR MILITARY SERVICE AND ATTACH FORM DD-214 (LONG FORM) AND PROOF OF HONORABLE DISCHARGE:

BRANCH OF SERVICE: _____

UNIT: _____

RANK: _____

DATE OF SERVICE (MONTH/DATE/YEAR): _____ TO _____

DATE OF HONORABLE DISCHARGE: _____

C. EDUCATIONAL PREFERENCE POINTS (65 ILCS 5/10-2.1-6.3(H)(3))

PLEASE STATE THE FOLLOWING INFORMATION REGARDING YOUR EDUCATIONAL/EXPERIENCE BACKGROUND AND ATTACH CERTIFIED TRANSCRIPTS AS PROOF OF THE ATTAINMENT OF A DEGREE AND COPIES OF ANY APPLICABLE CERTIFICATIONS:

COLLEGE ATTENDED: _____

DATES OF ATTENDANCE (MONTH/DATE/YEAR): _____ TO _____

DEGREE AWARDED: _____

COLLEGE ATTENDED: _____

DATES OF ATTENDANCE (MONTH/DATE/YEAR): _____ TO _____

DEGREE AWARDED: _____

D. FIRE CADET PREFERENCE POINTS (65 ILCS 5/10-2.1-6.3(H)(2))

PLEASE STATE THE FOLLOWING INFORMATION REGARDING YOUR FIRE CADET STUDIES AND/OR TRAINING AND ATTACH COPIES OF CERTIFICATE OF COMPLETION AS PROOF OF THE COMPLETION OF THE PROGRAM.

CADET TRAINING PROGRAM: _____

DATES OF ATTENDANCE (MONTH/DATE/YEAR): _____ TO _____

APPLIED FOR ILLINOIS LICENSE: YES NO



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STATE OF ILLINOIS)

) SS

COUNTY OF _____)

CANDIDATE'S AFFIDAVIT

I, _____, being first duly sworn on oath, state that the information set forth in my Village of Lake Zurich Preference Point Claim Form is true and correct. I understand that any misrepresentation, falsification, or material omission may result in my application no longer being considered by the Village, removal from the eligibility list, and/or dismissal from the Village.

CANDIDATE'S SIGNATURE

SUBSCRIBED and SWORN to before me this _____ day of _____, 20 .

Notary Public (SEAL)

FOR VILLAGE USE ONLY

DATE INITIAL ELIGIBILITY LIST WAS POSTED: _____

DATE OF SUBMISSION OF CLAIM FORM: _____

RECEIVED BY: _____



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FORM 6

VILLAGE OF LAKE ZURICH BOARD OF FIRE AND POLICE COMMISSIONERS
SUMMARY OF CANDIDATE'S PREFERENCE POINTS FOR FIREFIGHTER CANDIDATES

(FOR INTERNAL USE ONLY)

NAME OF CANDIDATE: _____

NUMBER OF POINTS

A. EXPERIENCE PREFERENCE POINTS

VILLAGE OF LAKE ZURICH FIRE DEPARTMENT PAID-ON-CALL

FIREFIGHTER II, FIREFIGHTER III AND/OR PARAMEDIC _____

FULL-TIME FIREFIGHTER II OR FIREFIGHTER III OUTSIDE THE DISTRICT _____

TOTAL (MAX. 5 POINTS) _____

DOES THE AWARD OF EXPERIENCE PREFERENCE POINTS PLACE THE CANDIDATE ABOVE A VETERAN ON THE ELIGIBILITY LIST? YES NO

B. VETERAN'S PREFERENCE POINTS

HAS THE CANDIDATE ENGAGED IN MILITARY OR NAVAL SERVICE FOR A PERIOD OF AT LEAST ONE (1) YEAR AND RECEIVED AN HONORABLE DISCHARGE FROM SERVICE OR IS STILL ENGAGED IN MILITARY SERVICE?

YES NO

C. EDUCATIONAL PREFERENCE POINTS

HAS THE CANDIDATE SUCCESSFULLY OBTAINED AN ASSOCIATE'S DEGREE IN A RELATED FIELD OR A BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN ANY FIELD?

YES NO

D. FIRE CADET PREFERENCE POINTS

HAS THE CANDIDATE SUCCESSFULLY COMPLETED TWO (2) YEARS OF STUDY IN FIRE TECHNIQUES OR CADET TRAINING WITHIN A CADET PROGRAM ESTABLISHED UNDER THE RULE OF THE JOINT LABOR AND MANAGEMENT COMMITTEE?

YES NO

F. RESIDENCY PREFERENCE POINTS

IS THE CANDIDATE'S PRINCIPAL RESIDENCE LOCATED WITHIN THE DISTRICT'S JURISDICTION?

YES NO

G. ADDITIONAL PREFERENCE POINTS

DOES THE CANDIDATE'S EXPERIENCE OR BACKGROUND REVEAL UNIQUE CATEGORIES FOR WHICH THE BOARD HAS IDENTIFIED AS QUALIFYING FOR ADDITIONAL PREFERENCE POINTS?

YES NO

TOTAL PREFERENCE POINTS AWARDED TO CANDIDATE (MAX. 30): _____



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FORM 7

VILLAGE OF LAKE ZURICH BOARD OF FIRE AND POLICE COMMISSIONERS
VERIFICATION OF EMPLOYMENT DATA FORM FOR FIREFIGHTER CANDIDATES

To the Employer:

_____ has requested preference points pursuant to Section 10-2.1-9 of the Municipal Code, for the final eligibility list for employment with the Village of Lake Zurich. Before the Commission awards these points, we ask that you complete the following form which we will use to verify information supplied to us by the applicant. Please use the date that the applicant obtained certification as the beginning date unless he or she had the certification prior to employment.

If you are unable to return this form by _____,

please contact _____

Thank you very much,

Board of Fire and Police Commissioners, Village of Lake Zurich

I, the undersigned, on behalf of _____, (hereinafter the "Department")
(Fire Department or Municipality)

_____, (Address)

hereby certify that _____ (Applicant)

was/has been employed with the Department in the following capacities:

Full-time Firefighter: Dates of service (month/date/year) _____ to _____.

Part-time Firefighter: Dates of service (month/date/year) _____ to _____.

Signed this _____ day of _____, 20____.

Signature

Print Name

Title



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FORM 8

**VILLAGE OF LAKE ZURICH FIRE AND POLICE COMMISSION
GUIDELINES AND WRITTEN DECLARATION FOR IMPARTIAL OBSERVERS**

Pursuant to Section 25 of the Fire Department Promotion Act (50 ILCS 742/25), the exclusive bargaining agent and the Commission each may select up to two (2) impartial observers who are not members of the Lake Zurich Fire Department ("Department") to monitor the promotion process.

- Each individual selected as an impartial observer must sign this written declaration, certifying that he or she is not a member of the Lake Zurich Fire Department, is not in any way affiliated with the Department, and has no personal interest in the promotion process.
- The observers selected by each party may monitor all aspects of the promotion process, including the administration, scoring, and posting of scores for the written examination and subjective evaluation and the determination and posting of seniority and ascertained merit scores.
- If observer(s) selected by either party wish to monitor any component of the promotional process, they must be present to monitor all candidates for that component. While the observers may be present during the administration or scoring of any component of the testing process, they may not interfere with the process in any way. Observers may not take notes while monitoring any aspect of the promotional process. However, if an observer witnesses or suspects a violation of the requirements of the Act, he or she shall promptly report the same orally to the Commission and all affected parties, followed by a written narrative report to the Commission.
- Section 65 of the Act (50 ILCS 742/65) provides that anyone who knowingly divulges or receives test questions or answers, or otherwise knowingly violates or subverts any requirement of the Act shall be subject to charges for official misconduct. Furthermore, any person who is the knowing recipient of test information in advance of the examination shall be disqualified from the promotional testing process, or may be demoted from the rank to which he or she was promoted and/or otherwise subjected to disciplinary action.

I HEREBY CERTIFY THAT I AM A QUALIFIED IMPARTIAL OBSERVER OF THE PROMOTIONAL PROCESS BEING ADMINISTERED BY THE BOARD OF FIRE AND POLICE COMMISSIONERS OF THE VILLAGE OF LAKE ZURICH. I UNDERSTAND THE GUIDELINES SET FORTH ABOVE FOR OBSERVERS BY THE COMMISSION AND UNDER THE FIRE DEPARTMENT PROMOTION ACT, AND AGREE TO ABIDE BY THOSE GUIDELINES. FURTHERMORE, I UNDERSTAND THAT IF I DIVULGE TESTING INFORMATION OR OTHERWISE VIOLATE OR SUBVERT ANY REQUIREMENTS OF THE ACT, I SHALL BE SUBJECT TO CHARGES FOR OFFICIAL MISCONDUCT.

NAME (PLEASE PRINT)

SIGNATURE

DATE

PROMOTIONAL TESTING PROCESS

ADDRESS

JOB TITLE/EMPLOYER

CITY/STATE/ZIP

PHONE NUMBER

UNION AFFILIATION



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BOARD OF FIRE AND POLICE COMMISSIONERS

200 Mohawk Trail

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www.lakezurich.org

FORM 9

VILLAGE OF LAKE ZURICH BOARD OF FIRE AND POLICE COMMISSIONERS
PREFERENCE POINTS FOR PROMOTIONAL CANDIDATES

After the initial eligibility list is created, candidates who are eligible for preference points may submit a claim for these points in writing to the Board of Fire and Police Commissioners on its standard form. This claim must be made within ten (10) days after the date of posting of the initial eligibility list or the points will be deemed waived.

VETERAN'S PREFERENCE POINTS

Applicants who served in the United States military actively for at least one (1) year and who were honorably discharged or are now on inactive or reserve duty shall receive 7/10 of one (1) point for each six (6) months or fraction thereof of military or naval service not exceeding thirty (30) months, or no more than 3.5 points. Proof of such service must include a copy of Military Form DD214 as proof of active service, evidence of the honorable discharge and a sworn affidavit by the applicant (see Form 11). After completion of the promotional testing process, the Board will prepare an initial eligibility list.

Applicants who are eligible for and elect to utilize their military preference credit must make a claim for such credit in writing to the Board of Fire Commissioners on its standard form within ten (10) days after the posting of the initial eligibility register or such claims shall be deemed waived. The Board shall award veteran's preference points to those eligible veterans timely claiming the credit in accordance with 70 ILCS 705/16.08a; 65 ILCS 5/10-2.1-10, 10-2.1-11, and 10-2.1-12.

NO PERSON SHALL RECEIVE VETERAN'S PREFERENCE FOR A PROMOTIONAL APPOINTMENT AFTER RECEIVING ONE PROMOTION FROM AN ELIGIBILITY LIST ON WHICH HE OR SHE WAS ALLOWED MILITARY PREFERENCE.



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FORM 10

**VILLAGE OF LAKE ZURICH BOARD OF FIRE AND POLICE COMMISSIONERS
PREFERENCE POINT CLAIM FORM AND AFFIDAVIT**

If you wish to claim preference points for the final eligibility list for promotion with the Village of Lake Zurich, please complete the following form and submit it with any required attachments within ten (10) days after the posting of the initial eligibility list. Failure to submit the request within ten (10) days shall be deemed a waiver of the points.

VETERAN'S PREFERENCE POINTS

PLEASE STATE THE FOLLOWING INFORMATION REGARDING YOUR MILITARY SERVICE AND ATTACH FORM DD 214 (LONG FORM) AND PROOF OF HONORABLE DISCHARGE:

BRANCH OF SERVICE: _____

UNIT: _____

RANK: _____

DATE OF SERVICE (MONTH/DATE/YEAR): _____ TO _____

DATE OF HONORABLE DISCHARGE: _____

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

CANDIDATE'S AFFIDAVIT

I, _____, being first duly sworn on oath, state that the information set forth in my Village of Lake Zurich Preference Point Claim Form is true and correct. I understand that any misrepresentation, falsification, or material omission may result in my application no longer being considered by the Village, removal from the eligibility list, and/or dismissal from the Village.

CANDIDATE'S SIGNATURE

SUBSCRIBED and SWORN to before me this _____ day of _____, 20

Notary Public (SEAL)



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THE BOARD OF FIRE AND POLICE COMMISSION

200 Mohawk Trail
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www.lakezurich.org

FORM 11

**ACKNOWLEDGEMENT/CONSENT
CREDIT HISTORY, BACKGROUND CHECK, AND RELEASE OF ALL CLAIMS**

The undersigned has been informed that part of the background investigation contemplated hereunder may include the employment of a consumer-reporting agency to obtain information related to the applicant's credit history. The name of the consumer-reporting agency used as part of this background investigation is Trans Union Corporation and the consumer reporting agency may be contacted by placing a telephone call to the following number 800-888-4213. Furthermore, the applicant acknowledges that they consent and authorize the Village of Lake Zurich, its agents and or assigns, to conduct a background investigation and to request a report of his or her credit history. The applicant also acknowledges that said applicant has been advised of his or her creditor's rights, as follows:

The applicant has the right under federal law, on request and the presentment of proper identification, to obtain from the above-named consumer reporting agency the following disclosures:

- 1) The nature and substance of all information in its files (except medical information) on the applicant at the time of the request.
- 2) The sources of the information.
- 3) The creditors to whom the consumer reporting agency has furnished reports within the six-month period preceding the request.

The reporting agency is required, by law, to provide trained personnel to explain any information furnished to you, and you may be accompanied by one other person of your choosing when you visit the agency. If another person accompanies you, he or she must furnish reasonable identification, and the agency may require you to furnish a written statement granting permission to the agency's personnel to discuss your file in the other person's presence.

Federal Law provides three methods by which you may obtain these disclosures from the consumer-reporting agency:

- 1) You may appear in person at the agency during normal business hours and on reasonable notice to the agency, provided you furnish reasonable identification.
- 2) You may receive the information by telephone, provided you have first made written request of the agency to obtain disclosures by this means. You must pay any toll charge involved, and may be required to provide proper identification.
- 3) If the consumer credit reporting agency was responsible in any way for the denial of credit to you, you may obtain from the agency an explanation in writing free of charge.



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AUTHORIZATION

I, _____, hereby authorize the Village of Lake Zurich and its agents, employees or representatives to obtain and use all information relating to my previous and current employment, education, military record, criminal conviction history, personal characteristics, credit history, and all other information which may bear favorably or unfavorably upon my application for employment made to the Village of Lake Zurich. I also authorize the use of law enforcement agencies and/or private background check organizations to assist the Village of Lake Zurich in collecting this information. I agree to waive and relinquish all claims I may have against the Village of Lake Zurich and its agents, employees, or representatives as a result of participating in the criminal background check. I also consent to the release to the Village of Lake Zurich of any and all medical records prepared during the physical examination I am required to undergo for employment with the Village of Lake Zurich. I further release from liability any person or persons providing or receiving any such information in connection with this pre-employment investigation.

I have read and fully understand the credit history, background check, and release of all claims form and agree to a background check. I further understand all information received will be treated with strict confidence. The undersigned agrees and consents to the release of such information to the Board of Fire and Police Commissioners of the Village of Lake Zurich as the applicant's prospective employer.

Signature: _____

Date: _____

Please print (for identification purposes)

Full Legal Name (Last, middle, first)	Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Other Names Used	Social Security Number	
Driver's License Number and State	Other Driver's License Number(s) and State	
Cell Phone Number	Alternative Phone Number	
High School(s)	Years	
College(s)	Years	
Military Branch	Years	

Have you ever been convicted of a criminal offense or have any pending criminal charges against you? (*This refers only to felonies and misdemeanors; you do not need to include non-criminal traffic violations or municipal violations*)

No Yes (Provide detail below)

Criminal offense and/or pending criminal charges:

