

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

As adopted by the Board of Fire and Police Commissioners of the Village of Hoffman Estates, Illinois, effective April 3, 2024, these rules and regulations replace in total any prior rules and regulations.

CHAPTER I - ADMINISTRATION

Section 1. The Board of Fire and Police Commissioners of the Village of Hoffman Estates, Illinois, derives its power and authority from an Act of the General Assembly entitled "Board of Fire and Police Commissioners" of Chapter 65 of the Illinois Compiled Statutes and by home rule ordinances approved by the President and Board of Trustees of the Village of Hoffman Estates.

Section 2. a) The term "Commission" wherever used shall mean the regularly appointed Board of Fire and Police Commissioners of the Village of Hoffman Estates.

b) The term "Designee" wherever used shall mean a duly appointed representative of the Commission.

c) The accepted meaning by this Commission of the term "Fire Department" or "Police Department" includes the membership of either department who have gained such membership by appointment after examination as authorized by the Cities and Villages Act, Chapter 65 of the Illinois Compiled Statutes or Village ordinances.

Section 3. The Commission shall annually, on the first meeting of the second quarter, elect a Chairman and a Secretary. They shall hold office for one year and until their successors are duly elected and qualified. The Chairman shall be the presiding officer at all meetings. The Secretary shall keep the minutes of all meetings of the Board in a permanent file and shall be the custodian of all the forms, papers, books, records and completed examinations of the Board.

Section 4a. Regular meetings will be held on a schedule approved by the Commission and the Chairman stating the time and location of said meetings. Meeting notice will be sent and posted in accordance with the Open Meetings Act.

Section 4b. Special meetings may be called by the filing of a notice in writing with the Secretary of the Commission, signed by any two members. This notice shall contain a brief statement of the business to be submitted for the consideration by the Commission at such special meetings, and shall set forth the time and place of such special meeting, and no other business shall be considered at such special meeting.

Section 4c. Special meetings may also be called by the Chairman of the Commission and he shall designate in a notice to be filed with the Secretary of the Commission the time and place of the special meeting and the business to be considered at such special meeting, and no other business shall be considered at such special meeting.

Section 4d. Notice of special meeting shall be given in writing at least twenty-four (24) hours in advance of the meeting to all members and the Village Clerk for purposes of compliance with the "Open Meetings Act".

Section 5. Two (2) members of the Commission shall constitute a quorum.

Section 6. The order of business at any meeting shall be: Call to Order, Approval of Agenda, Approval of Minutes, Public Comment, Old Business, New Business, Next Meeting Date, Adjournment.

Section 7. The parliamentary procedure prescribed in Robert's "Rules of Order" shall be followed as far as applicable.

Section 8. Amendments to the rules of the Commission may be made at any meeting of the Commission. All amendments shall forthwith be printed for distribution and notice shall be given of the place or places where said rules may be obtained. Such notice shall be published in a newspaper of general circulation in the Village. The notice shall specify the date, not less than ten (10) days subsequent to the date of such publication, when said rules shall go into operation.

Section 9. The Board shall submit an Annual Report of its activities and a Requested Budget for the ensuing year, prior to the end of each fiscal year.

CHAPTER II - APPLICATIONS

Section 1. Applicants for examination ~~will be pursuant to the Hoffman Estates Municipal Code. must be citizens of the United States.~~

Section 2. The Commission shall furnish application forms for positions on the Fire and Police Departments.

Section 3. Applications for the Fire and Police Department shall be addressed to the Commission, Fire Department, Police Department or Designee as directed by the Commission and subsequently placed on file with the Secretary. The Secretary or Designee shall endorse thereon the date the application was received, which time shall determine the priority of filing. Persons making untruthful answers to questions in said application shall be rejected by the Board and the applicant notified of such action. The Commission may remove persons certified to positions on the Fire and Police Department upon learning that false statements have been made or material facts have been misrepresented to the Commission after notice and an opportunity for a hearing.

Section 4. The Commission may refuse to examine an applicant, or after examination, may refuse to certify him/her as eligible:

- (a) who is found lacking in any of the established preliminary requirements for the service for which he/she applies;
- (b) who is physically unable to perform the duties of the position to which he/she seeks employment;
- (c) who is addicted to the use of cannabis, narcotics or intoxicating beverages and has not completed a rehabilitation program;
- (d) who has been convicted of any felony or any misdemeanor involving moral turpitude;
- (e) who has been dismissed from any public service for good cause;
- (f) who has attempted to practice any deception or fraud on his/her application;
- (g) who may be found disqualified in personal qualifications or health;
- (h) whose character and employment references are unsatisfactory;
- (i) who does not possess a valid drivers license.

Section 5. If the application for examination for a position requires special qualifications, the Commission may require evidence of special training or practical experience.

Section 6. Applicants shall be required to submit to a physical and medical examination by a physician designated by the Board of Fire and Police Commissioners of the Village of Hoffman Estates and shall be free from any physical defects that would prevent him/her from fulfilling the duties of his/her position.

Section 7. Applicants for the position of firefighter or patrol officer shall meet vision requirements of at least 20-20 corrected at the time of offer of employment.

Applicants may not be afflicted with color-blindness. For this section, color-blindness shall be defined as the red-green color-blindness.

Hearing shall be tested and be consistent with a level necessary to perform the duties of the position to which he/she seeks employment.

Section 8a. At the time of last date for filing application for the position of patrol officer in the Police Department, individuals must comply with the legal age requirements, if any. Proof of birth date will be required before appointment.

Section 8b. At the time of last date for filing application for the position of firefighter in the Fire Department, individuals must comply with the legal age requirements, if any. Proof of birth date will be required before appointment.

Section 9. If required by the Commission all applicants shall execute and deliver to the Commission or its Designee, a release of all liability in relation to taking a "Physical Ability Test" in favor of the Village of Hoffman Estates on a form to be prescribed by the Commission or its Designee.

Section 10. The requirement that a police applicant possess a bachelor's degree under this subsection shall be waived if one or more of the following applies: (1) the applicant has served for 36 months of honorable active duty in the United States Armed Forces and has not been discharged dishonorably or under circumstances other than honorable or (2) the applicant has served for 180 days of active duty in the United States Armed Forces in combat duty recognized by the Department of Defense and has not been discharged dishonorably or under circumstances other than honorable.(3) has been, or is employed by the Village of Hoffman Estates as a Community Service Officer for a minimum of two years, or by discretion of the Chief of Police.

Section 11. Once any candidate has submitted their application, the candidate is responsible for updating the Commission or its Designee of any changes to any component of their contact information (address, phone number, email address). If the Commission or Designee is unable to contact the candidate upon two email attempts and two attempted phone calls during a one-week period, or if the candidate fails to return calls/emails within a week of a message being sent, then the candidate will be removed from further consideration in the process and the candidate's entry will be removed from the eligibility list. The Commission reserves the discretion to determine that acceptable circumstances exist which are cause to waive the requirement that a message must be returned within one week of being sent. For Fire Department candidates with more than one entry in the list, all entries will be removed.

CHAPTER III - EXAMINATIONS

Section 1. Examinations shall be held on the dates fixed by the Commission or its

Designee and advertised in a local paper or on the Village's Internet website, in accordance with the statutes of the State of Illinois. Examinations may be postponed, by order of the Commission or its Designee, which order shall state the reason for such postponement and shall designate a new date for said examination. Applicants shall be notified of the postponement of any examination and of the new date fixed for said examination.

Section 2. The Commission shall call examinations to fill vacancies in the class of service, or to provide an eligible register for the service, in which vacancies are liable to occur. A call for such examination shall be entered in the Minutes of the Commission and shall include a statement of the time and place where any testing will occur.

Section 3a. The material used in a written examination, if required, shall be of such a nature that it will adequately outline the candidate's mental ability to assimilate training and performance as a firefighter or a patrol officer.

Section 3b. The subject matter for written and oral examinations, if required, shall be such as will fairly test the capacity of the applicant to discharge the duties of the position to which the applicant seeks appointment. No examination shall contain questions regarding an applicant's political or religious opinions or affiliations.

Section 4a. The Police examination will be generally held in the following sequence. Failure to achieve the minimum passing grade in any examination disqualifies the applicant from any further participation.

<u>EXAMINATION</u>	<u>MINIMUM PASSING GRADE</u>
Physical Ability Test	Pass/Fail
Police Department Staff Interview	Pass/Fail
Initial Background Check/ polygraph examination	Pass/Fail
Oral Examination	70% - but must attend or be disqualified
Psychological Examination.	Pass/Fail

Section 4b.

Firefighter examinations will be held pursuant to Village ordinance and these Rules and Regulations and the elements of each examination process will be published with the notice of examination. The following is the process for firefighter examinations and appointments, which process shall be conducted in the following order:

ELEMENTS

- i. Written Examination (100-point scale) – Passing score = 70%
- ii. Establishment of Initial Eligibility Register. The order of candidates with tie scores will be based on the dates/times of their application submittals.
- iii. Within ten (10) days of the posting of the Initial Eligibility Register and notification to the candidates, candidates are to submit claims for preference points in writing, including documentation of eligibility for such points.
- iv. Preference points shall be awarded as follows:
 1. Veteran Preference. Five (5) points to individuals who were engaged in the military service of the United States for a period of at least one year of active duty and who were honorably discharged therefrom, or who at the time of preference points submittal are or were members on inactive or reserve duty in such military or naval service. Documentation of military or naval service is required (e.g., DD214).
 2. Fire Cadet Preference. Zero (0) points.
 3. Educational Preference. Two (2) points to individuals with a Bachelor's degrees from an accredited college or universities.
 4. Paramedic Preference. Five (5) points to individuals who are national registry paramedics or Illinois-licensed paramedics at the time of preference points submittal.
 5. Experience Preference. Zero (0) points.
 6. Residency Preference. Zero (0) points.
 7. Additional Preferences. Two (2) points to individuals with at least two years of active employment in an occupation considered to be "trade- related" and have practical application to the fire service (e.g., carpenter, electrician, plumber, laborer, mechanic). Any question of eligibility shall be determined by the Fire Chief in assessment of applicability of a candidate's experience to the operations of the Fire Department.
 - 7.5 Apprentice Preferences. Zero (0) points.
- v. Establishment of Final Eligibility Register.
- vi. Fire Department Staff Interview – Pass/Fail

- vii. Polygraph Examination
- viii. Background Check, including criminal history and reference checks, pursuant to Chapter 4, Section 7, below
- ix. Oral Examination by the Commission – Pass/Fail
- x. Conditional Job Offer
- xi. Psychological Examination and Medical Examination pursuant to Chapter 4, Sections 5 and 6, below
- xii. Appointment to position

Section 5a. The Board may provide for a police officer lateral entry program which shall comply with requirements as outlined in this Chapter, other appropriate Chapters of these Rules and Regulations, and as prescribed by the Hoffman Estates Municipal Code.

Section 5b. Pursuant to the Village's home rule authority and the Hoffman Estates Municipal Code, the Board may waive portions of the required examination for police applicants who have been full-time sworn officers in any municipal, county, university, State, or Federal law enforcement agency, provided they are certified by the Illinois Law Enforcement Training and Standards Board and have been previously employed as a law enforcement officer within the last two years.

Section 5c. Applications for lateral entry positions shall be furnished by the Village of Hoffman Estates and applicants must comply with the requirements of said form. Lateral police candidates will follow the Certified Police Examination process (Section 4a) and be exempt from the physical ability test phase of the testing process.

Section 6. Certified Police Examination:

All persons possessing certification from the Illinois Law Enforcement Training and Standards Board, in good standing, may be considered for accelerated entry to the Hoffman Estates Police Department (referred to as "certified entry candidates"). Certified entry candidates will be subject to the following eligibility criteria and testing components:

- A. Eligibility: At the time of application, certified entry candidates must possess a certificate attesting to his or her successful completion of the Minimum Standards Basic Law Enforcement Training Course as prescribed by the Illinois Law Enforcement Training and Standards Board. At the time of application, a certified entry candidate must also: (1) be in good standing with his/her current law enforcement agency; (2) have served at least two years of full-time continuous service as a non-probationary sworn officer; (3) possess skills and abilities that are substantially equivalent to those possessed by a non-probationary Village police officer and furnish, upon request, all training certificates and employee evaluations from current employer;(4) have a Bachelor's Degree from an institution of higher

education certified by a regional or national accreditation agency as a prerequisite for employment. The requirement that a police applicant possess a bachelor's degree under this subsection shall be waived if one or more of the following applies: (1) the applicant has served for 36 months of honorable active duty in the United States Armed Forces and has not been discharged dishonorably or under circumstances other than honorable or (2) the applicant has served for 180 days of active duty in the United States Armed Forces in combat duty recognized by the Department of Defense and has not been discharged dishonorably or under circumstances other than honorable (3) **has been, or is employed by the Village of Hoffman Estates as a Community Service Officer for a minimum of two years, or by discretion of the Chief of Police.**

- B. Testing Components: Certified entry candidates that satisfy the eligibility criteria in subsection (A) will not be required to pass a physical ability test. The examination process for certified entry candidates will consist of a staff interview, background investigation, polygraph examination, psychological examination, medical examination, and oral Examination. No preference points are awarded for certified entry candidates.

Any false statements, misrepresentations, or omissions, knowingly made by a person in an application for examination, connivance in any false statement made in any certificate, which may accompany such application or complicity in any fraud touching the same, shall be regarded as good cause for exclusion from the examination and bar to employment.

Section 7. Age Requirements:

Age limitations do not apply to lateral entry applicants.

CHAPTER IV - ELIGIBILITY REGISTER

Section 1. All candidates shall furnish to the Commission (1) a certified copy of their Birth Certificate, (2) copy of their high school diploma or its equivalent, and (3) when applicable, a certified copy of their military service record and Honorable Discharge.

Section 2. The Commission shall prepare, post and keep a "Final Eligibility Register" of the candidates successfully passing all examinations.

- A. For Police Officer candidates, a minimum grade of 70% is required for listing on the "Eligibility Register." Police Officer candidates shall be offered a position in such order to allow candidates to be chosen from the top 1/3 of the eligibility list for both the Entry Level Eligibility List and the Lateral Eligibility List. Any candidate unable to immediately accept such offer shall be considered to have "passed" the offer and remain on the list in such order. Upon a second such "pass," the candidate shall be placed last on the list. Any candidate so placed last on the list

who then shall subsequently “pass” an offer shall then be declared to

have refused and the candidate shall be removed from the “Final Eligibility Register”.

B. For Firefighter Candidates

- i. The passing score will be pursuant to the Village Code. Candidates shall take their places upon the "Final Eligibility Register" in the order of their relative excellence as determined by the written examination and with the addition of preferences as identified in Chapter III, Section 4b, above.
- ii. Effective November 15, 2023, the Final Eligibility Register for firefighters will be an eligibility list that will not expire. Whenever the Commission determines that additional candidates are needed on the list, the Commission will conduct an exam pursuant to Chapter III, above. Candidates who successfully pass such exam shall be “merged” into the Final Eligibility Register based on their written exam scores plus preference points. The order of candidates with tie scores will be based on the dates/times of their application submittals. An individual may apply and take the exam each time an exam is held, and that individual may hold a different position on the Register for each time (s)he successfully passes the exam. The Commission shall strike-off candidate entries that have been on the list for two (2) years.
- iii. Should the Commission amend these Rules and Regulations to modify the preference points awarded to firefighter candidates, or if candidates already on the list from previous exams have attained qualifications that they did not possess when originally placed on the list, then those already on the list will have their scores modified to add preference points they did not receive when they were originally placed on the list but for which they have since become eligible (those who received preference points that no longer are applicable will not have any points removed). If applicable, such points shall be added at the time the new exam results are “merged” into the existing list. Following each exam, candidates already on the list from previous exams shall be notified of the timeframe for the submittal of claims for additional points.
- iv. Effective November 15, 2023, the Final Eligibility List established on September 1, 2022 and scheduled to expire on September 1, 2024 shall have

no expiration date, however the entry of any candidates remaining on that list shall be stricken from the list on September 1, 2024. Preference points for any candidates remaining on this list when the first “merging” occurs will be adjusted pursuant to the previous paragraph in this Section at the time of the “merging.”

- v. Once on the Final Eligibility Register, a candidate may “pass” one time without losing his or her position on the Register when offered an opportunity by the Commission or its Designee to participate in one or more of Chapter 3, Section 4b’s Elements vi through x. If a candidate “passes” on a second opportunity to participate in one or more of those elements vi through x, then that candidate shall be declared to have refused and the candidate shall be removed from the "Final Eligibility Register" unless acceptable circumstances exist as determined by the Commission. If the candidate has more than one entry on the list due to having passed more than one written examination, as described in Subsection ii, above, then only the entry for which the offer to continue the process is made will be removed.

A candidate who accepts a conditional job offer (Element x) and begins to participate in post-offer testing (Element xi) but subsequently requests a “pass” or ceases to participate will immediately have all of his/her entries removed from the Final Eligibility Register and will not be given a second opportunity unless acceptable circumstances exist as determined by the Commission. Similarly, a candidate who completes post-offer testing and then refuses an appointment or requests a “pass” will immediately have all of his/her entries removed from the Final Eligibility Register unless acceptable circumstances exist as determined by the Commission.

- vi. When a firefighter appointment is to be made, the person with the highest ranking on the Final Eligibility Register who has passed all elements through the oral examination by the Commission (Element ix) shall be given a conditional job offer. If the Commission has reason to conclude that the highest-ranked person fails to meet the minimum standards for the position or if the Commission believes an alternate candidate would better serve the needs of the Fire Department (including, but not limited to, paramedic licensure), then the Commission has the right to pass-over the highest-ranked person and appoint either: (i) any person who has a ranking in the top 5% of the Final Eligibility Register or (ii) any person who is among the top 5 highest ranked persons on the Final Eligibility Register if the number of people who have a ranking in the top 5% of the Final Eligibility Register is less than 5 people.

Section 3. Lateral police candidates will be compiled on a separate eligibility list, Lateral Police Candidate List that will run concurrent with the traditional eligibility list. The list will be active indefinitely and will not expire unless there are no eligible candidates remaining. The Board will recreate the list when it becomes necessary. Offers of

employment may be made from either the Final Eligibility List or the Lateral Police Candidate List and applicants can be on both lists. Applicants will be rank ordered on the lateral list, and final entry level eligibility list, and additions will be made to the list as new applications are received and candidates interviewed. New eligible candidates will be placed in rank order dependent on their score. When candidates are added or stricken from the eligibility list, the updated list will be posted in the lobby of the Police Department. Vacancies shall be filled by the Board in the manner that it deems to be in the best interest of the Village.

Section 4. All candidates shall be required to submit themselves to a polygraph examination conducted by a certified polygraphist as the Board may direct and at such time as the Board shall direct prior to appointment. Failure to pass this examination, as determined by the Board based on the results of the polygraph, shall eliminate the candidate's name from the "Final Eligibility Register" and any further consideration. A firefighter candidate with more than one entry on the Register shall have all entries removed.

Section 5. All candidates shall be required to submit themselves to an additional psychological examination conducted by a licensed psychologist as the Board may direct and at such time as the Board shall direct prior to appointment. Failure to pass this examination shall eliminate the candidate's name from the "Final Eligibility Register" and any further consideration. A firefighter candidate with more than one entry on the Register shall have all entries removed.

Section 6. All candidates shall be required to submit themselves to an additional medical examination by a Physician designated by the Commission. Failure to pass this examination shall eliminate the candidate's name from the "Final Eligibility Register" and any further consideration.

Section 7. All candidates shall be required to submit themselves to a background check to the satisfaction of the Board. Failure to pass this background check shall eliminate the candidate's name from the "Final Eligibility Register" and any further consideration. A firefighter candidate with more than one entry on the Register shall have all entries removed.

Section 8a. Police Department - To become certified and to remain certified as a full-time member of the Police Department, the prospective member, or member of the Police Department shall live within a forty-five (45) mile radius of the corporate boundaries of the Village of Hoffman Estates and shall move the aforesaid distance within one (1) year after the end of their probationary period.

Section 8b. A patrol officer appointee, both entry level and lateral, shall be on probation for a period of eighteen (18) months. The Board may at its discretion extend the probationary period for an additional term not to exceed six (6) months. If during the

probationary period the person appointed proves in the opinion of the Board to be unsuited or unqualified for the position, he/she will be discharged from the service. In no case shall a probationer be discharged until after the head of the department has received from the Commission a notice in writing that the Commission has approved such discharge.

Section 9.

Section 9a. Fire Department - The training requirement for an original firefighter appointee shall be pursuant to Village Code Section 4-5-12. An original firefighter appointee shall be on probation for a period of one (1) year in an active emergency responder role, which excludes periods of training and injury/illness leaves in excess of thirty (30) calendar days (including duty-related leave). If, during the probationary period, the person appointed proves in the opinion of the Commission to be unsuited or unqualified for the position, he/she will be dropped from the service. In no case shall a probationer be discharged until after the Fire Chief has received from the Commission a notice in writing that the Commission has approved such discharge. Notwithstanding anything to the contrary in this Section, the probationary employment period limitation may be extended for a firefighter who is not a paramedic in order for that individual to become an Illinois and EMS System licensed paramedic. During this extension, the sole reason that a firefighter may be discharged without a hearing is for failing to meet the requirements for paramedic licensure.

Section 9b. Any firefighter appointee shall maintain fitness and shall undergo, on an annual basis, a physical examination as determined by the Fire Department. Physical fitness shall be a condition of employment.

CHAPTER V - PROMOTIONAL EXAMINATIONS

Section 1. Police Promotions.

A. The Commission shall provide for and administer promotions in the Police service on the basis of ascertained merit, seniority, service and examination, and shall provide in all cases where it is practical that a vacancy shall be filled by promotion. All examinations for promotion shall be competitive among such members of the next lower rank as desired to submit themselves to such examination. The members of the Police Department to be eligible for such examination must have been a member of the department for at least three (3) years. A member of the Police Department must also be off probation prior to being promoted to the next highest rank and must have complied with all criteria required to be promoted to the next highest rank.

Section 2. Police Promotion Process.

(a) A police patrol officer must have successfully completed basic law enforcement course to be eligible to take a Police Department Sergeant's

examination.

- (b) The method of examination for promotion to Sergeant of Police will be as follows:
1. Seniority in Permanent Grade (.05% per month up to 8.3 years) 5 percent
 2. Merit which shall be an average of the past three years performance evaluation 5 percent
 3. A written examination is given in all Sergeant of Police promotional examinations. This tests knowledge and ability and is related to the requirements of a Hoffman Estates Sergeant of Police. 10 percent
 4. Assessment Center Evaluation 50 percent
 5. Police Chief's Assessment 15 percent
 6. Oral Interview 15 percent
 7. Veteran's Preference As provided by statute
- (c) The maximum possible grade prior to addition of Veteran Preference points will be 100%. Candidates must achieve a minimum score of 70% in the testing exercises (written examination and assessment center evaluation) as well as the oral interview with the Commission before a candidate may be eligible for the final eligibility list.
- (d) Veteran Preference points, if applicable, will be added to the final grade per State Statute, upon written request of the candidate.
- (e) All appointments for promotion shall be on a basis of one year of probation. The Commission may, at its discretion, extend the probationary period for an additional term not to exceed six (6) months.
- (f) The Commission shall strike off the names of candidates for promotional appointment after they have remained on said "Eligibility Register" for more than two (2) years after the date of posting, provided there is no vacancy existing which can be filled from the promotional "Eligibility Register".

Section 3. Fire Promotions.

- (a) The Commission shall administer promotions in the Fire service.
- (b) 50 ILCS 742/1 et. seq. the "Fire Department Promotion Act", provides for administration of the fire promotion process in accordance with the Act.

The collectively bargained agreement regarding promotions in the Hoffman Estates Fire Department shall be the promotion process for the Commission for promotions in the Fire service.

- (c) An appointee to the rank of Lieutenant shall complete Office of the Illinois State Fire Marshal certification as a Fire Officer I or Company Fire Officer (CoFO) within twenty-four (24) months of original promotion. Failure to obtain such certification may be cause for demotion.
- (d) An appointee to the rank of Captain shall complete Office of the Illinois State Fire Marshal certification as a Fire Officer II or Advanced Fire Officer (AdFO) within twenty-four (24) months of original promotion. Failure to obtain such certification may be cause for demotion.

CHAPTER VI - COMMISSION JURISDICTION AND OATH OF OFFICE

Section 1. The position of patrol officer and police sergeant in the Police Department shall be under the jurisdiction of the Fire and Police Commission.

The position of firefighter, fire lieutenant and fire captain in the Fire Department shall be under the jurisdiction of the Fire and Police Commission.

Section 2. Before entering upon his duty, any person about to become a member of the Police or Fire Department shall take the following oath, before any person authorized to administer oaths in the Village of Hoffman Estates:

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

(Signed)

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

(Signed)

Notary Public

**CHAPTER VII - ORDER OF RANK, CLASSIFICATION
AND OATH OF OFFICE**

Section 1. The order of rank in the Police Department has been established by the Village Board to be as follows:

- (a) Chief of Police
- (b) Deputy Chief of Police
- (c) Commander
- (d) Lieutenant
- (e) Sergeant
- (f) Patrol Officer

The order of rank in the Fire Department has been established by the Village Board to be as follows:

- (a) Fire Chief
- (b) Deputy Fire Chief
- (c) Battalion Chief
- (d) Captain
- (e) Lieutenant
- (f) Firefighter

Section 2. The Commission hereby classifies such officers of the Fire and Police Departments for the purpose of establishing classification and fixing and maintaining standards of examinations and indicating lines of promotion in accordance with job descriptions which are placed on file with the Village of Hoffman Estates.

Fire Department

Firefighter

Promotional positions: Lieutenant, Captain.

Police Department

Patrol Officer

Promotional positions: Sergeant

CHAPTER VIII - REMOVALS, SUSPENSIONS, DISCHARGES, INVESTIGATION OF CHARGES

Section 1. Removal from office, fines and suspensions from service in the Fire and Police Departments shall be in compliance with the Hoffman Estates Municipal Code or the applicable Collective Bargaining Agreement in effect at the time of the incident giving rise to this action.

Section 2. Persons holding positions in the Fire and Police Departments, who are under the jurisdiction of the Fire and Police Commission as established in the Hoffman Estates Municipal Code or the applicable Collective Bargaining Agreement then in effect shall be discharged or suspended from service in the following manner:

- (a) Charges shall be preferred in writing and signed by the party making same and shall be filed with the Secretary of the Commission. The charges shall specify the nature of the charge and shall designate the time and place of the offense.
- (b) The accused shall be notified by registered mail or personal notice in writing of such charges and shall appear before the Commission for trial at the specific time and place. A person so charged shall be given an opportunity to employ counsel and be heard in his/her own defense at a public hearing conducted by the Board.
- (c) The time for the hearing of charges shall be set by the Commission, within thirty (30) days of the time of the filing of such charges. Continuances may be granted from time to time upon motion of any party to the proceedings by order of the Board.
- (d) The Commission shall, within fifteen (15) days after the trial is completed, enter its findings on the records of the Commission.

Section 3. In case any member of the Fire or Police Department shall be found guilty of the charges preferred against him/her after investigation by the Commission and a hearing on same, he/she may be discharged or suspended for a period not to exceed thirty (30) days without pay.

Section 4. The personnel of the Fire and Police Departments shall be governed by the rules and regulations of the Commission and the rules and regulations of the Fire and Police Departments. In case of conflict, the rules and regulations of the Commission shall govern.

Section 5. Any violation of the ordinances of the Village of Hoffman Estates, laws of the State of Illinois or Federal law by any member of the Fire or Police Department may be cause for the filing of charges against said officer before the Commission or action being taken as set forth in the Collective Bargaining Agreement in place at the time of the violation.

CHAPTER IX - GENERAL

Section 1. All officers and members of the Fire and/or Police Departments shall observe and obey all rules and orders of the Board of Fire and Police Commissioners which are in force or which may be adopted hereafter as well as all Rules and Regulations for the operation of a Fire and/or Police Department as promulgated by the Fire and/or Police Department and/or adopted by the Board of Trustees and in force or which may be adopted hereafter.

Section 2. The Board of Fire and Police Commissioners shall have such other power and duties as are given it by the Statutes of the State of Illinois and the Hoffman Estates Municipal Code.

Section 3. Any Chapter, Section and/or Sub-Section of the foregoing Rules and Regulations for the operation of the Board of Fire and Police Commissioners that are in conflict with the State Statute or the Hoffman Estates Municipal Code are null and void.

BOARD OF FIRE AND POLICE COMMISSIONERS

Peter Mirkovich, Chairman

Rebecca Darr

John "Regi" Dennis