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3 **RULES AND REGULATIONS**
4 **OF THE**
5 **VILLAGE OF SOUTH BARRINGTON**
6 **BOARD OF POLICE COMMISSIONERS**
7 **STATE OF ILLINOIS**
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24 MAY 3, 2007 ADOPTED BY BOARD OF POLICE COMMISSIONERS
25 MAY 10, 2007 PRESENTED TO VILLAGE BOARD AND PLACED ON FILE
26 WITH VILLAGE CLERK
27 JULY 11, 2007 AMENDED BY BOARD OF POLICE COMMISSIONERS
28 JULY 18, 2007 AMENDED BY BOARD OF POLICE COMMISSIONERS
29 OCTOBER 22, 2007 AMENDED BY BOARD OF POLICE COMMISSIONERS
30 NOVEMBER 26, 2007 AMENDED BY BOARD OF POLICE COMMISSIONERS
31 OCTOBER 29, 2008 AMENDED BY BOARD OF POLICE COMMISSIONERS
32 AUGUST 24, 2011 AMENDED BY BOARD OF POLICE COMMISSIONERS
33 NOVEMBER 25, 2011 AMENDED BY BOARD OF POLICE COMMISSIONERS
34 DECEMBER 8, 2011 PRESENTED TO VILLAGE BOARD AND PLACED ON FILE
35 WITH VILLAGE CLERK
36 OCTOBER 10, 2013 PRESENTED TO VILLAGE BOARD AND PLACED ON FILE
37 WITH VILLAGE CLERK
38 SEPTEMBER 23, 2014 AMENDED BY BOARD OF POLICE COMMISSIONERS
39 OCTOBER 9, 2014 ACCEPTED BY THE VILLAGE BOARD AND PLACED ON
40 FILE WITH VILLAGE CLERK
41 SEPTEMBER 14, 2017 AMENDED BY BOARD OF POLICE COMMISSIONERS
42 SEPTEMBER 14, 2017 APPROVED AND ADOPTED BY VILLAGE BOARD AND
43 PLACED ON FILE WITH VILLAGE CLERK
44 APRIL 24, 2018 AMENDMENTS RECOMMENDED BY BOARD OF POLICE
45 COMMISSIONERS
46 APRIL 24, 2018 APPROVED AND ADOPTED BY VILLAGE BOARD AND
47 PLACED ON FILE WITH VILLAGE CLERK
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**RULES AND REGULATIONS
OF THE
BOARD OF POLICE
COMMISSIONERS OF THE
VILLAGE OF SOUTH BARRINGTON
STATE OF ILLINOIS**

10 As adopted by the Village Board of the Village of South Barrington, Illinois, effective
11 May 5, 2018.
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CHAPTER I – ADMINISTRATION

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SECTION I – SOURCE OF AUTHORITY

19 The Board of Police Commissioners of the Village of South Barrington, Illinois derives its
20 power and authority from Title 5, Chapter 1 of The Village Code of South Barrington as
21 adopted by the corporate authorities of the Village of South Barrington pursuant to its Home
22 Rule powers.
23
24

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26

SECTION 2 – DEFINITIONS

- 27 a) The word “Commission” and/or “Board” wherever herein used means the Board of
28 Police Commissioners of the Village of South Barrington, Illinois.
29
30 b) The word “Officer” means any person holding the position of full-time sworn police
31 officer in the Police Department of the Village of South Barrington, Illinois.
32
33 c) The masculine noun or pronoun includes the feminine. The singular includes the
34 plural and the plural the singular.
35
36

37
38

SECTION 3 – OFFICERS OF COMMISSION AND THEIR DUTIES

39 The Village President, with the advice and consent of the Board of Trustees, will appoint
40 the members of the Commission and its Chairperson as per Ordinance Numbers O-2006-785
41 and O-2006-789. Members will hold office until the end of their term and until their
42 successors are duly appointed and qualified. The Chairperson will be the presiding officer
43 at all meetings. The Secretary will keep the Minutes of all meetings of the Commission in a
44 permanent record book. The Village will be the custodian of all the forms, papers, books,

1 records and completed examinations of the Commission. The Secretary will perform all
2 other duties, which the Commission prescribes. The Secretary is to be appointed by the
3 Chair from non-public safety personnel, with the approval of the Village President, for
4 the purposes above, but will not have voting rights. The Secretary will be paid a reasonable
5 compensation for services, to be fixed by the corporate authorities.
6
7

8 **SECTION 4 – MEETINGS**

9

- 10 a) Regular meetings will be held semi-annually, notice must be posted, and meetings
11 must be open to the public, unless in the course of regular events, special meetings
12 have taken place, which has satisfied this requirement.
13
14 b) Special meetings must be open to the public, notice thereof to be posted forty-eight
15 (48) hours prior to convening, called by the filing of a notice in writing with the
16 Secretary of the Commission and signed either by the Chairperson of the
17 Commission or the Village President.
18
19 c) All meetings of the Commission and public notice of all meetings of the Commission
20 must be held in compliance with the Open Meetings Act, 5 ILCS 120/1 *et seq.*
21
22

23 **SECTION 5 – QUORUM**

24

25 A majority of the members of the Commission will constitute a quorum for the conduct of all
26 business.
27
28

29 **SECTION 6 – ORDER OF BUSINESS**

30

31 The order of business of any meeting will be:
32

- 33 a) Approval of Minutes
34 b) Public Comment
35 c) Communications
36 d) Unfinished Business
37 e) New Business
38 f) Adjournment
39
40

41 **SECTION 7 – PROCEDURE**

42

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

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SECTION 8 – AMENDMENTS

Amendments to the Rules and Regulations of the Commission will be approved and adopted by the Village President and Board of Trustees (“Village Board). The Commission, from time to time, may recommend changes to these Rules and Regulations by a majority vote at any meeting of the Commission. The amended Rules and Regulations, as approved by the Village Board, will be printed for distribution and notice will be given of the place or places where a copy of said rules may be obtained. Such notice of the newly adopted Rules and Regulations will be published on the Village’s website and any amendments to the Rules and Regulations will go into effect ten (10) calendar days subsequent to their publication on the Village’s website.

SECTION 9 – ANNUAL REPORT AND BUDGET REQUEST

Prior to the end of each municipal fiscal year, the Commission will submit to the Village President and Board of Trustees an annual report of its activities and a budget request for the ensuing year.

SECTION 10 – RULES REGARDING PUBLIC PARTICIPATION AT MEETINGS OF THE COMMISSION

Any person who seeks to address the Commission at the time allotted by the Commission for public comments will be permitted to speak, only upon recognition of the presiding officer, and such person must adhere to the following provisions:

1. Each person addressing the Commission will state his/her name for the record.
2. Each person will be granted no more than three (3) minutes per meeting in which to address the Commission, unless such time is extended by the presiding officer.
3. Questions and/or commentary will be limited to Commission business.
4. Commentary will be directed to the presiding officer, unless that officer permits the individual to address the other Commission members or other Village officers or employees who may be present.
5. Questions and/or commentary will take place in a professional manner which displays mutual respect.

1
2 **SECTION 11 – FAIR AND EQUAL EMPLOYMENT OPPORTUNITY**
3

4 It is the policy of the Board of Police Commissioners of the Village of South Barrington to be
5 a fair and equal opportunity employment agency. Applicants will be considered only on the
6 basis of their qualifications relative to experience, physical, mental and psychological fitness,
7 abilities, skills, knowledge, and personal character and integrity as they relate to the
8 performance of duties as a member of the Police Department of the Village of South
9 Barrington. No illegal discrimination will be exercised in any manner by any official, agent or
10 employee of the Village of South Barrington against or in favor of any applicant or employee
11 due to race, color, religion, sex, national origin, disability, age, military status, veteran status,
12 or any other status protected by law.
13

14
15 **CHAPTER II – APPLICATIONS FOR FULL-TIME POLICE OFFICERS**
16

17
18 **SECTION 1 – CITIZENSHIP**
19

20 Applicants for examination must be citizens of the United States.
21
22

23 **SECTION 2 – APPLICATIONS**
24

25 Applications for the positions of full-time sworn police officers must be filed upon blank
26 forms furnished by the Commission, and Applicants must comply with the requirements of
27 said form in every respect. The application must be filed with the Commission prior to
28 an Applicant taking an examination.
29

30 Every Applicant must be of good moral character, of temperate habits, of sound health and
31 must be physically able to perform the duties of the position applied for. The burden of
32 establishing these facts rests upon the Applicant. The Applicant must furnish with his/her
33 application the following documents:
34

- 35 a) a certified copy of his/her birth certificate or certificate of naturalization
 - 36 b) a copy of his/her high school diploma or G.E.D. certificate
 - 37 c) a copy of his/her college or university degree
 - 38 d) a sealed and certified transcript of his/her course work from an accredited college or
39 university
 - 40 e) a copy of a valid driver's license
 - 41 f) if applicable, a copy of his/her military service record (Form DD214)
- 42
43

A false statement knowingly made by a person in an application for examination, connivance

1 in any false statement made in any certificate which may accompany such application, or
2 complicity in any fraud involving the same, shall be regarded as good cause for
3 disqualification from the examination, disqualification from further consideration, or, if after
4 hiring, termination of employment.
5
6

7 **SECTION 3 – DISQUALIFICATION**

8

9 The Commission will refuse to examine an applicant or, after examination, to certify him/her
10 as eligible:

- 11
- 12 a) Who is lacking in any of the established preliminary requirements for the
13 service for which he/she applies.
14
- 15 b) Who is physically unable to perform the duties of the position to which
16 he/she seeks appointment.
17
- 18 c) Who is found disqualified in personal qualifications or health.
19
- 20 d) Who has received three or more moving violations (or any single violation of a
21 potential life threatening violation, such as reckless driving, speed contest,
22 fleeing and/or eluding a law enforcement officer, etc.) within three years prior to
23 the date of his/her application. Moving violations for which there is a factual
24 finding of innocence will not be included.
25
- 26 e) Who was a driver in two or more chargeable (at fault) collisions within three
27 years prior to the date of his/her application.
28
- 29 f) Who was convicted of driving under the influence of alcohol and/or drugs prior
30 to the date of his/her application.
31
- 32 g) Who is found to have taken or used drugs and/or narcotics illegally. This
33 includes any and all prescription drugs not legally prescribed by a licensed
34 physician.
35
- 36 h) Who made any material misstatement of fact, or significant omission during the
37 application or background process, including inconsistent statements made
38 during the initial background interview or polygraph examination or
39 discrepancies between this background investigation and other investigations
40 conducted by other law enforcement agencies.
41
- 42 i) Who made any forgery, alteration, or intentional omission of material facts on an
43 official employment application document or sustained episodes of academic
44 cheating.

- 1
2 j) Who has attempted to practice any deception or fraud in his/her application
3 and/or during any portion of the background investigation, or any professional
4 examination or test or interview during the hiring process.
5
6 k) Who has been convicted of any misdemeanor specified in §10-2.10-6(c) of the
7 Board of Fire and Police Commissioners Act or convicted of two or more
8 misdemeanors not specified in § 10-2.10-6(c) of the Board of Fire and Police
9 Commissioners Act (65 ILCS 5/10-2.1-6(c)). Arrests for certain misdemeanors
10 as specified in §10-2.10-6(c) of the Board of Fire and Police Commissioners
11 Act may be considered a factor in determining the applicant's habits or moral
12 character (65 ILCS 5/10-2.1-6(c)).
13
14 l) Who has been convicted of a felony or any crime involving moral turpitude
15 specified in 65 ILCS 5/10-2.1-6(j).
16
17 m) Who has been convicted of any offense classified as a misdemeanor under
18 Illinois law, while employed as a police officer (including military police
19 officer).
20
21 n) Who has committed any act amounting to a felony under Illinois law, as an
22 adult, or while employed as a police officer (including military police officer),
23 even though not convicted of such felony.
24
25 o) Who has any outstanding warrant for arrest at the time of application.
26
27 p) Who has an administrative conviction or discipline for any act while employed
28 as a police officer (including military police officer) involving lying,
29 falsification of any official report or document, or theft.
30
31 q) Who has committed any act of domestic violence, as defined by law, as an
32 adult.
33
34 r) Who has committed any criminal act, whether misdemeanor or felony, against
35 children, including but not limited to: molesting or annoying children, child
36 abduction, child abuse, lewd and lascivious acts with a child, or indecent
37 exposure.
38
39 s) Who has a history of actions resulting in civil lawsuits, either filed against the
40 applicant or filed against his/her employer.
41
42 t) Who has applied for the position of police officer and is, or has been,
43 classified by his/her local Selective Service Draft Board as a conscientious

1 objector.

- 2
- 3 u) Who has been dismissed from any public service for good cause.
- 4
- 5 v) Who missed any scheduled appointment during this application process without
- 6 prior permission.
- 7
- 8 w) Who has been disciplined by any employer (including the military) as an adult
- 9 for abuse of leave, gross insubordination, dereliction of duty, or persistent failure
- 10 to follow established policies, procedures and/or regulations.
- 11
- 12 x) Who was involuntarily dismissed (for any reason other than lay-off) from two or
- 13 more employers as an adult.
- 14
- 15 y) Who has held more than five paid positions with different employers within the
- 16 past four years, or more than 10 paid positions with different employers in the
- 17 past ten years (excluding the military). Students who were employed while
- 18 attending school are excused from this requirement.
- 19
- 20 z) Who has resigned from any paid position without notice, except where the
- 21 presence of a hostile work environment is alleged.
- 22
- 23 aa) Who has been academically dismissed from any certified basic law enforcement
- 24 academy, wherein no demonstrated effort has been made to improve in the
- 25 deficient areas, except that subsequent successful completion of another basic
- 26 law enforcement academy will excuse this requirement.
- 27
- 28 bb) Who has been disciplined by any employer (including the military and/or any
- 29 law enforcement training facility) for acts constituting harassment or
- 30 discrimination based on racial, ethnic, religious, gender, national origin, sexual
- 31 orientation or any other status protected by law.
- 32
- 33 cc) Who has expressed any derogatory epithet of another person's race, ethnicity,
- 34 religion, gender, national origin, sexual orientation or any other status protected
- 35 by law.
- 36
- 37 dd) Who has been disciplined by any employer as an adult for fighting or violence in
- 38 the workplace.
- 39
- 40 ee) Who has an administrative conviction or criminal conviction for any act
- 41 amounting to assault under color of authority or any other violation of federal or
- 42 state law pertaining to another person's Civil Rights.
- 43

1 ff) Who has an administrative conviction or criminal conviction for failure to
2 properly report witnessed criminal conduct committed by another law
3 enforcement officer.

4
5 gg) Whose character and employment references are unsatisfactory.

6
7 hh) Who has previously been disqualified by the Commission.

8
9 This list is not exhaustive. Any applicant or eligible candidate deemed disqualified as provided
10 herein will be notified in writing of the disqualification by the Commission. The specific
11 reason(s) for the disqualification will be withheld from the candidate or applicant, will remain
12 confidential and will not be disclosed, unless otherwise required by law. Waivers signed by
13 applicants or eligible candidates must include this confidentiality policy.

14
15
16 **SECTION 4 – DEFECTIVE APPLICATIONS**

17
18 The Commission, or its designee, will check the application materials submitted for
19 completeness. Applicants may be required to provide additional information or documentation
20 for clarification of their application provided the applicant is otherwise qualified for the
21 position. However, nothing in this section requires the Commission to seek additional
22 information or documentation not properly provided by the applicant.

23
24
25 **SECTION 5 – PHYSICAL REQUIREMENTS AND MEDICAL EXAMINATIONS**

26
27 Candidates for original appointment will be required to submit to physical and medical
28 examinations by a licensed physician appointed by the Board of Police Commissioners of the
29 Village of South Barrington.

30
31 Candidates for original appointment must meet valid standards of health and physical aptitude.
32 Candidates will be required, upon issuance of a conditional offer of employment, to
33 successfully complete a thorough medical and psychological evaluation to assess their
34 fitness to perform the duties of the position sought.

35
36
37 **SECTION 6 – EDUCATIONAL REQUIREMENT**

38
39 For all original full-time appointments, a Bachelor's Degree from an accredited college or
40 university is required.

1 **SECTION 7 – AGE REQUIREMENTS**

2
3 Applicants must be under 35 years of age, and 21 or over at the time of application and at
4 such time as the final eligibility list is posted, unless exempt from such age limitation as
5 referred to in Section 10-2.1-6 of the Board of Fire and Police Commissioners Act.
6

7
8 **SECTION 8 – NOTICE OF ACCEPTANCE**

9
10 The Secretary will notify all applicants whose applications have been accepted by the
11 Commission to be present for orientation and subsequent examination.
12

13
14 **SECTION 9 - RELEASE OF LIABILITY**

15
16 All applicants will be required to execute and deliver to the Board a release of all liability
17 as the result of taking a “Physical Aptitude Test” in favor of the Village of South
18 Barrington on a form to be prescribed by the Commission.
19

20
21 **CHAPTER III – EXAMINATIONS**

22
23
24 **SECTION 1 – ORIGINAL APPOINTMENTS**

- 25
26 a) The Village President, with the advice and consent of the Board of Trustees, will
27 appoint all full-time and part-time members of the Police Department, including the
28 Deputy Chief of Police and Chief of Police.
29
30 b) The minimum educational requirements and other minimum qualifications for
31 police officers will be determined by the Village President and the Village Board.
32
33 c) Original appointments of full-time police officers will be made from a Final Eligibility
34 Register consisting of candidates or by the Village President’s appointment of a
35 qualified part-time police officer currently employed with the Village’s Police
36 Department as set forth in Section 15 of this Chapter. Such appointment will be made
37 by the Village President, with the advice and consent of the Board of Trustees.
38
39 d) After completing the Final Eligibility Register, the Commission will certify to the
40 Village President and the Board of Trustees, the Final Eligibility Register of
41 candidates for original appointment to the position of full-time police officer. Each
42 time an original appointment as a full-time officer is to be made from the Final
43 Eligibility Register, the Village President will recommend for appointment one person

1 from the top ten (10) eligible candidates from the current Final Eligibility Register.
2 Such recommendation to the Village Board will be made subsequent to the Village
3 President's interview of the candidate and upon the candidate's satisfactory
4 completion of a polygraph examination and a thorough background investigation.
5 A candidate whom the Village President considers to be unsuitable for
6 recommendation for employment in the Police Department will be stricken from
7 the Final Eligibility Register. With the advice and consent of the Village Board of
8 Trustees, a conditional offer of employment will be issued by the Village
9 President to the recommended candidate, conditioned upon the candidate's
10 satisfactory completion of the required psychological and medical examinations. If the
11 candidate fails to satisfactorily complete the required psychological and medical
12 examinations, the conditional offer of employment will be rescinded by the Village
13 President and such candidate will be stricken from the Final Eligibility Register. Upon
14 satisfactory completion of the required psychological and medical examinations, the
15 Village President will issue a letter of appointment to such candidate.

- 16
- 17 e) Should the Final Eligibility Register contain fewer than ten (10) names at any given
18 time, the Village President may request that the Police Commission prepare a new
19 Final Eligibility Register. If the new Final Eligibility Register is established prior to
20 the expiration of the current Final Eligibility Register, persons remaining on the
21 current list may request that their names be placed upon the new Final Eligibility
22 Register based upon their scores from the previous register, or they may choose to
23 retest. If the person chooses to retest for the new eligibility register, the new scores
24 will be used for the preparation of the new eligibility register and original test scores
25 will be forfeited.
- 26
- 27 f) If the Commission becomes aware of information regarding a person listed upon an
28 eligibility register that would have disqualified that person from being listed upon
29 the eligibility register if the information had been learned prior to the creation of the
30 register, the Commission will strike the person from the eligibility register.
- 31
32

33 **SECTION 2 – NOTICE OF EXAMINATIONS**

34
35 Examinations will be held on the dates fixed by the Commission and will be advertised in a
36 local newspaper or any other additional manner deemed appropriate by the Commission.
37 Examinations may be postponed by order of the Commission. The Commission will state the
38 reason for such postponement and will designate a new date for the examination. Applicants
39 must be notified of the postponement of any examination and of the new date fixed for said
40 examinations.

1 **SECTION 3 – EXAMINATIONS**

2
3 The Commission will call examinations to fill vacancies. A call for such examination will be
4 entered in the Minutes of the Commission and will include a statement of:

- 5
6 a) The time and place where such examination(s) will be held.
7 b) Applications will be received for at least fourteen (14) days, and the application period
8 will close at least fourteen (14) days before the scheduled orientation session.
9
10 c) An applicant or candidate rejected for any reason other than his or her failure to meet
11 the educational requirements, is ineligible to reapply for a period of five years from the
12 date of rejection. Candidates rejected for failing to meet the educational requirements
13 may reapply when those requirements are met.
14
15

16 **SECTION 4 – TYPE OF EXAMINATIONS**

17
18 Applicants must attend the orientation program sponsored by the Commission. In addition,
19 Applicants are required to participate in a physical aptitude test, written and oral
20 examinations, including a preliminary background check, as determined by the Chief of
21 Police and as more particularly set forth in Section 5 below. No examination will contain
22 questions regarding an applicant’s political or religious opinions or affiliations.
23
24

25 **SECTION 5 – EXAMINATIONS: MINIMUM GRADE**

26
27 The Commission will conduct the following examinations for applicants for full-time sworn
28 police officer positions. The sequence of testing may vary at the discretion of the Commission.
29 Failure to achieve a passing grade in any examination will disqualify an applicant from further
30 participation.
31
32

33

<u>Examinations</u>	<u>% of Total Grade</u>	<u>Minimum Passing</u>
34 1. Orientation	-	Attendance Mandatory
35 2. Physical Aptitude Test	-	Pass or Fail
36 3. Written Test	40%	75%
37 4. Oral Interview	60%	75%

38

39 The written test will be announced by the Commission prior to conducting the examination
40 and may vary based upon the particular examination and/or the testing service, if any, used by
41 the Commission.
42
43
44

1 **SECTION 6 – ORIENTATION**

2
3 Applicants must attend the orientation program sponsored by the Commission and present at
4 that time a valid government-issued photographic identification.

5
6
7 **SECTION 7 – PHYSICAL APTITUDE TEST**

8
9 All Applicants are required to submit themselves to a Peace Officer Wellness Evaluation Report
10 (POWER) test.

11
12
13 **SECTION 8 – WRITTEN EXAMINATION**

14
15 Information as to the type of written examination employed by the Commission will be
16 provided as part of the orientation program. All examination papers are and will remain
17 the property of the Village and the grading thereof by the Commission will be final and
18 conclusive and not subject to review by any other board or tribunal of any kind or
19 description. Candidates who fail to achieve a passing grade will be notified and eliminated
20 from further consideration.

21
22 Any candidate who fails to achieve a score of at least 75% on each individual section of the
23 written exam will be eliminated from further consideration

24
25
26 **SECTION 9 – INITIAL ELIGIBILITY REGISTER**

27
28 The Commission will prepare an “Initial Eligibility Register” of the candidates successfully
29 completing and passing the orientation, physical aptitude or POWER test and written
30 examination. The candidates will be listed in order of relative excellence based on their final
31 score.

32
33
34 **SECTION 10 - ORAL INTERVIEW WITH COMMISSION**

35
36 All candidates on the Initial Eligibility Register will proceed to the Commission’s oral interview
37 phase of the testing process.

38
39
40 All Commissioners will participate in the oral interview except wherein one Commissioner
41 is absent due to illness, urgent business or when matters of an emergency nature preclude
42 his/her attendance. In no event will less than two (2) Commissioners conduct the oral
43 interviews. If only two Commissioners conduct an oral interview, those same two
44 Commissioners must be present for all of the oral interviews in that group of candidates. The

1 Police Chief, or his or her designee, will be present at any oral interview, and may bring a
2 representative from the Chief's staff, and they may ask questions.

3
4 Questions will be asked of the candidate that will enable the Commissioners to properly
5 evaluate and grade the candidate on speech, appearance, alertness, ability to communicate,
6 judgment, emotional stability, self-confidence, friendliness and social skills, personal fitness
7 and aptitude for the position. On completion of each oral interview the Commissioners will
8 discuss the candidate's abilities using the traits listed above. The Commissioners will take into
9 consideration the assessment of the Police Chief and/or the representatives from the Chief's
10 staff. Prior to the oral interview with the Police Commission, each candidate will be subject to
11 a preliminary background check conducted by a person, persons or firm designated by the
12 Village President and Board of Trustees. The candidate must cooperate fully with the person,
13 persons or firm designated by the Commission to conduct the preliminary background check.
14 Failure of the candidate to fully cooperate with or satisfactorily complete such preliminary
15 background check will eliminate the candidate from further consideration. Candidates must
16 achieve a score of at least 75% of the maximum number of allowable points to pass the oral
17 interview. Candidates who fail to successfully complete the oral interview will be notified and
18 eliminated from all further consideration.

19
20
21 **SECTION 11 – PREFERENCE POINTS**

22
23 Candidates who are eligible for veteran, educational, or other preference points are
24 required to make a claim in writing with proof thereof within five (5) days before the date
25 of the written test to have those preference points added to their respective totals on the
26 Final Eligibility Register which will include all preference points. The candidates will be
27 listed in order of relative excellence based on their total score plus preference points.

28
29
30
31 **SECTION 12 – FINAL ELIGIBILITY REGISTER**

- 32
33 a) Upon completion of the oral interviews with the Commission, the preliminary
34 background check, and the application of properly claimed preference points, the
35 Commission will prepare a Final Eligibility Register, for full-time sworn police officers
36 containing the names of all qualifying candidates, ranked in order of relative
37 excellence. In the event of a tie score, the placement of the tied candidate names on the
38 eligibility list will be determined by lot, in the presence of a quorum of the Commission
39 in whatever manner the Commission deems appropriate.
- 40
41 b) A dated copy of the Final Eligibility Register will be sent to each person appearing
42 thereon. This copy will include the date of expiration of the register eighteen (18)
43 months hence.
- 44

- 1 c) Eligibility for appointment from this Final Eligibility Register is subject to satisfactorily
2 completing an interview with the Village President and passing a polygraph
3 examination, a background investigation, an in-depth psychological examination, and a
4 thorough medical examination (which may include a test of the applicant's vision,
5 hearing, for the presence of communicable diseases as well as a test to screen for the
6 use of drugs and/or narcotics). Each candidate successfully completing an oral
7 interview with the Village President must attend a ride-along with an on-duty member
8 of the Department selected by the Chief of Police for one full shift. Such ride-along will
9 be scheduled at the discretion of the Chief of Police but must be completed before a
10 candidate is recommended by the Village President to the Village Board of Trustees.
11 The Chief of Police will report to the Village President any relevant observations or
12 information obtained during the ride-along.
13
- 14 d) Persons remaining on the Final Eligibility Register may be contacted by the Secretary
15 by e-mail from time to time in order to request confirmation of the candidate's intent to
16 remain on the eligibility register. In order to remain on the register, the candidate must
17 respond to the Secretary within ten (10) days of the notice. Failure to respond within
18 ten (10) days may cause the person to be stricken from the register.
19
20

21 **SECTION 13 – PROFESSIONAL EXAMINATIONS AND TESTS**

22

- 23 a) Subsequent to a candidate's successful completion of an oral interview with the
24 Village President, such candidate will be subject to a thorough background
25 investigation, by a person, persons or firm designated by the Village President and
26 Board of Trustees. The candidate must cooperate fully with the person, persons or
27 firm designated by the Village to conduct the background investigation. Failure of the
28 candidate to fully cooperate with or satisfactorily complete and pass such background
29 investigation will eliminate the candidate from further consideration.
30
- 31 b) Subsequent to a candidate's successful completion of an oral interview with the
32 Village President, such candidate must submit to a polygraph examination, commonly
33 known as a Lie Detector Test. Such test will be administered without expense to the
34 candidate. Failure of the candidate to fully cooperate or satisfactorily complete and
35 pass such test will eliminate the candidate from further consideration.
36
- 37 c) Subsequent to being issued a conditional offer of employment, each candidate must
38 submit to a psychological examination by such psychologist or psychiatrist as the
39 Commission may designate. Such examination will be without expense to the
40 candidate. Failure of the candidate to fully cooperate with or satisfactorily complete
41 and pass such test will eliminate the candidate from further consideration.
42
43

1 d) Subsequent to being issued a conditional offer of employment, each candidate must
2 submit to complete medical examinations to confirm the candidate has the physical
3 health and fitness to assume the duties of the position. Such medical examinations
4 will be given without expense to the candidate and performed by a physician licensed
5 in the State of Illinois, designated by the Commission. Failure of the candidate to fully
6 cooperate with or satisfactorily complete and pass such examinations will eliminate the
7 candidate from further consideration.
8

9 e) The professional examinations and tests required by this Section do not apply to the
10 Village President's appointment of a qualified part-time police officer currently
11 employed with the Village's Police Department, as set forth in Section 15 of this
12 Chapter.
13
14

15 **SECTION 14 –APPOINTMENT OF FULL-TIME POLICE OFFICER**
16

17 a) All vacancies of full-time police officers in the Police Department will be filled
18 by individuals by the Village President's appointment from the Final Eligibility
19 Register or by the Village President's appointment of a qualified part-time police
20 officer currently employed with the Village's Police Department as set forth in Section
21 15 of this Chapter.
22

23 b) All appointments to full-time police officer positions in the Police Department will
24 be for a probationary period of eighteen (18) months.
25

26 c) Any person whose name appears on the Final Eligibility Register may decline
27 appointment. It will be the option of the Commission to either strike from or
28 maintain upon the register, without otherwise altering the candidate's original
29 position on the Final Eligibility Register.
30

31 d) Probationary full-time police officers may be summarily dismissed by the Village
32 President and Board of Trustees upon the written recommendation of the Chief of
33 Police.
34

35 **SECTION 15 – APPOINTMENT OF PART-TIME OFFICER TO FULL-TIME OFFICER**
36 **VACANCY**
37

38 Notwithstanding any other provisions of these rules and regulations, when a full-time police
39 officer vacancy exists in the Police Department, the Village President may also make an
40 appointment, upon the recommendation of the Chair of the Commission, the Chair of the Village
41 Public Safety Committee and the Chief of Police, and with the advice and consent of the Board
42 of Trustees, of a qualified part-time police officer currently employed with the Village's Police
43 Department who has served the Village honorably for at least two (2) years, taking precedence
44 over candidates on any existing eligibility register. The Village President has the final authority,

1 with the advice and consent of the Board of Trustees, to determine whether it is in the best
2 interests of the Village to appoint a part-time officer to fill a full-time vacancy in the Police
3 Department or to select a candidate from a Final Eligibility Register.

4
5 A part-time officer appointed to such full-time officer position will be subject to the probationary
6 period outlined in Section 14 above.

7 8 9 **CHAPTER IV – PROMOTIONAL EVALUATIONS**

10 11 **SECTION 1 – PROMOTIONS**

12
13 Non-probationary, full-time officers are eligible for promotional examinations after completing
14 three years of continuous service with the South Barrington Police Department.

15
16 Promotions to the rank of Sergeant will be based upon consideration of several factors
17 including, but not limited to, a candidate’s promotional potential rating, an assessment center
18 evaluation, which may include a written examination, the results of a leadership assessment
19 profile, and the results of an oral interview.

20
21 Promotions will be made by the Village President with the advice and consent of the Village
22 Board. The Village President will make such promotions from any one of the candidates
23 completing the required components of the Promotional Evaluation Process as specified in
24 Section 2 of this Chapter IV.

25
26 All promotional appointments will be considered as probationary appointments. Accordingly,
27 members so assigned will be subject to an eighteen (18) month probationary period. An
28 appointee’s performance will be evaluated by the Chief of Police every ninety (90) days, using
29 a form prepared by the Chief of Police. Copies of these evaluations will be reviewed by the
30 Chief of Police with the appointee and forwarded to the Village President.

31
32 No less than thirty (30) days before the end of said probationary period, the Chief of Police
33 will recommend to the Village President either the retention or reassignment of the appointee
34 to his or her previous position. The Village President, with the advice and consent of the
35 Village Board of Trustees, will make the final decision with respect to the retention or
36 reassignment of the appointee, which decision will be final and not subject to review by the
37 Commission.

38
39 The position of "Senior Sergeant," if filled, will be an exempt rank, and assignment to the
40 position of "Senior Sergeant" will not be subject to the provisions of Section 5-1-9-3 of the
41 Village Code of the Village of South Barrington. Assignments to the position of "Senior
42 Sergeant" will be made from the officers holding the rank of Sergeant, by the Village
43 President, with the advice and consent of the Village Board, upon recommendation by the
44 Chief of Police.

1
2 All evaluations for promotion to Sergeant will be governed by these Rules and Regulations
3 and will be competitive among such members of the next lower rank who desire to submit
4 themselves to examination. In order to be eligible to submit to a promotion evaluation, a
5 candidate must have a minimum of three (3) years prior service as a full-time police officer in
6 the South Barrington Police Department as of the date of the assessment center evaluation.
7 The method of and rules governing the promotional evaluation process are specified below.

8
9 Candidates who were hired as full-time officers in the Village's Police Department on or
10 before March 1, 2009 are eligible for promotion without having earned a baccalaureate
11 degree.

12 13 **SECTION 2 – PROMOTIONAL EVALUATION PROCESS**

14
15 Candidates are required to complete all of the following components of the Promotional
16 Evaluation Process:

17 18 a) Promotional Potential Assessment

19
20 To identify a candidate's promotional potential, as opposed to job performance, each
21 candidate will receive a promotional potential assessment conducted by the Chief of
22 Police. The manner in which the assessment is prepared will be at the discretion of the
23 Chief of Police. The Chief of Police will provide the Village President and the Police
24 Commission with an evaluation of each candidate. This evaluation may include
25 consideration of any areas the Chief deems relevant including a candidate's merit, past
26 performance, including performance as an officer-in-charge and/or a field training
27 officer, citizen complaint records (except that unfounded complaints will be excluded
28 from consideration), discipline records, recognition and commendation records, personal
29 initiative, individual contributions to the Department's goals and objectives, training
30 records, higher education, work safety records, and evidence of assuming greater
31 responsibilities, among others factors.

32 33 b) Oral Interview

34
35 The candidates will be interviewed jointly by the Police Commission, the Chief of
36 Police or his/her designee, and/or any other persons and/or agencies employed to assist
37 the Commission in conducting the interview to properly evaluate the candidates as to
38 the candidate's qualifications for the position sought. At the conclusion of the oral
39 interview process, the Commission and the Chief of Police will make recommendations
40 to the Village President regarding each candidate's eligibility for promotion.

1 c) Assessment Center

2
3 Candidates will be directed to participate in an assessment center evaluation prescribed
4 by the Village President, which meets the validity standards of applicable federal, state
5 and local laws, codes, rules and regulations. The Village President, Trustees of the
6 Village Board and Chief of Police may attend the assessment center evaluation.
7 Candidates will be notified of the nature of the assessment center evaluation at least
8 thirty (30) days prior to the commencement of the assessment center evaluation.
9

10 d) Leadership Assessment

11
12 Each candidate must submit to an in-depth leadership assessment.
13

14 e) Interview with Village President

15
16 Each candidate will be interviewed by the Village President. At the direction of the
17 Village President, the Chief of Police or any other person designated to assist the Village
18 President may attend such interview.
19

20 **SECTION 3 – PROMOTIONAL VACANCY**

21
22 Upon notice from the appropriate corporate authority that a promotional vacancy exists,
23 the Village President will select the individual to be promoted in the manner specified in this
24 Chapter IV. At the discretion of the Village President, if a vacancy occurs within 18 months
25 from the date of the assessment center evaluation undertaken in a previous promotional
26 evaluation process, candidates successfully completing all of the components of the previous
27 promotional examination process may be promoted by the Village President, with the advice
28 and consent of the Village Board.
29
30
31
32

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

3
4 **SECTION 1 – RANK**

5
6 The order of rank in the Police Department will be provided by ordinance and municipal budget.
7

8 **SECTION 2 – CLASSIFICATION**

9
10 The Commission classifies such offices in the police services for the purpose of
11 establishing and maintaining standards of examinations and promotions based upon job
12 descriptions and departmental regulations.
13

14 **SECTION 3 – OATH OF OFFICE**

15
16 Before entering duty, any person about to become a member of the Police Department must
17 take the following oath, before any person authorized to administer oaths in the State of
18 Illinois:

19
20 “I, _____, do solemnly swear or affirm that I
21 will support the Constitution of the United States, and the Constitution of
22 the State of Illinois, and that I will faithfully discharge the duties of the
23 office of _____ according
24 to the best of my ability.”

25
26 Signed _____
27

28 Subscribed and sworn to before me this
29 _____ day of _____ (month)
30 _____ (year).
31

32 _____ NOTARY PUBLIC
33

34 He/she will enter into such bond in such amount as prescribed by the Ordinance.
35

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

3
4 **SECTION 1 – HEARING OF CHARGES**
5

- 6 a) Hearings before the Commission are not common law proceedings. The provisions
7 of the “Code of Civil Procedure” do not apply to hearings before the Board.
8 b) “Counsel” as used herein means: One who has been admitted to the bar as an attorney-
9 at-law in this State.
10
11 c) No rehearing, reconsideration, modification, vacation, or alternation of a decision of
12 the Commission will be allowed.
13
14 d) “Cause” is some substantial shortcoming which renders continuance in employment
15 in some way detrimental to the discipline and efficiency of the public service and
16 something which the law and sound public opinion recognize as cause for the
17 officer no longer occupying his or her position.
18
19 The right to determine what constitutes cause is in the Commission.
20
21 e) The complainant or appellant initiating any proceedings which call for a hearing
22 before the Commission will have the burden of proof to establish by a preponderance
23 of the evidence that cause for discipline exists or that a suspension, previously
24 imposed by the Chief, is unwarranted. Should the question of a crime be involved,
25 the rule of “reasonable doubt” will not control.
26
27 f) The phrase “preponderance of evidence” is defined as the greater weight of the
28 evidence, that is to say, it rests with that evidence which, when fairly considered
29 produces the stronger impression, and has a greater weight, and is more convincing as
30 to its truth when weighed against the evidence in opposition thereto.
31
32 g) All hearings must be public, in accordance with the Open Meetings Act.
33
34 h) At the time and place of hearing, both parties may be represented by counsel, if they
35 so desire.
36
37 i) All proceedings before the Commission during the conduct of the hearing will be
38 recorded by a court reporter to be employed by the Commission.
39
40 j) The records of all hearings will not be transcribed by the reporter unless requested to
41 do so by the Commission or any party in interest.
42
43 k) All witnesses must be sworn prior to testifying and the matter will be decided by

1 the Commission solely on evidence presented at the hearings.
2

- 3 l) The Commission will first hear the witnesses either substantiating the charges which
4 have been made against the respondent or in support of an appeal brought by a
5 suspended police officer. Thereafter, the other party may present and examine those
6 witnesses whom he or she desires the Commission to hear. All parties will have the
7 right to cross-examine witnesses presented by the opposite party.
8
- 9 m) Probationary police officers may be summarily dismissed by the Village President
10 and Board of Trustees, and part-time police officers may be summarily dismissed by
11 the Chief of Police and are not entitled to the protection afforded other full-time police
12 officers by statute or these rules.
13

14 SECTION 2 – HEARING PROCEDURE 15

- 16
- 17 a) **Complaints:** In all cases, written complaints will be filed in triplicate setting forth
18 a plain and concise statement of the facts upon which the complaint is based.
19
- 20 b) **Probable Cause:** The Commission will have the right to determine whether there is
21 or is not probable cause for hearing a complaint and may conduct such informal
22 hearings as may be necessary for such purpose.
23
- 24 c) **Notification of Hearings:** Upon the filing of a complaint in triplicate with the
25 Secretary of the Commission, and the determination by the Commission of proper
26 cause for entertaining said complaint, the Secretary of the Commission will notify
27 both the complainant and the respondent, either by registered or certified mail,
28 return receipt requested, or personally, of the time and place of the hearing of the
29 charges contained in the Complaint. The respondent will also be served with a copy
30 of the Complaint, and if an Order of Suspension Pending a Hearing is entered by the
31 Commission, the respondent, the complainant, the Chief of the Department, the
32 treasurer, comptroller, manager, or other finance officer of the municipality will be
33 notified of the entry of such Order of Suspension Pending a Hearing, and be served
34 either personally or by registered or certified mail, return receipt requested, with a
35 copy of such Order.
36
- 37 d) **Continuance:** The matter of granting or refusing to grant a continuance of a hearing
38 is within the discretion of the Commission.
39
- 40 e) **Stipulations:** Parties may, on their own behalf, or by Counsel, stipulate and agree
41 in writing, or on the record, as to evidenced guilt. The facts so stipulated will be
42 considered as evidence in the proceeding.
43

1 In the event a respondent has been suspended without pay pending a hearing and
2 desires a continuance, it will also be stipulated and agreed that in the event said
3 respondent is to be retained in his or her position as a result of a decision of the
4 Commission following a hearing of the cause, then no compensation will be paid to
5 said respondent during the period of said continuance.
6
7

- 8 f) **Sufficiency of Charges-Objections to:** Motions or objections to the sufficiency of
9 written charges must be filed or made prior to or at the hearing before the Commission.
10
11

12 **SECTION 3 – SUBPOENAS**
13

- 14 a) Any party to an administrative hearing may, at any time before the hearing, make
15 application to the Commission by filing with it a written request for subpoenas for
16 any individual to appear for a hearing to have them produce books, papers, records,
17 accounts and other documents as may be deemed by the Commission to be relevant
18 to the hearing. On the filing of such application, subpoenas will be issued for the
19 named persons. Subpoenas may be served by any person 21 years of age or older
20 designated by the party requesting the subpoenas. Application for subpoenas should
21 contain the names and addresses of the individuals to be subpoenaed, and the
22 identity of any documents which they are to produce. Subpoenas will not be issued
23 for anyone residing outside of the State of Illinois.
24
25 b) Any request for continuance by reason of inability to serve subpoenas must be filed in
26 the office of the Commission at least three (3) days before the date set for such
27 hearing, provided, however, that the Commission in its discretion may waive this rule.
28
29

30 **SECTION 4 – SERVICE**
31

32 All papers required by these Rules and Regulations to be served must be delivered personally
33 to the party designated or mailed, by United States mail in an envelope properly addressed
34 with postage prepaid, to the designated party at his/her last known residence as reflected
35 by the complaint filed with the Commission, except as herein otherwise provided. Proof of
36 service of any paper may be made by the certification of any person so mailing the paper or
37 delivering the same to the designated party personally, or by filing a return receipt showing
38 that a paper was mailed, by either registered or certified mail, return receipt requested, to a
39 party's address where it was received by a named party.
40

1 **SECTION 5 – FILING**

2
3 All papers may be filed with the Commission by mailing them or delivering them
4 personally to the Secretary of the Commission at the Village of South Barrington, Illinois.
5 For the purpose of these Rules and Regulations, the filing date of any paper will be the
6 date it was received in the Commission’s Office, in the event the paper is delivered
7 personally or by messenger. In the event a paper is forwarded by mail, then the filing date
8 will be the date which is postmarked on the envelope of such paper.
9

10
11 **SECTION 6 – FORMS OF PAPER**

- 12
13 a) All papers filed in any proceeding must be typewritten or printed and must be on one
14 side of the paper only.
15
16 b) If typewritten, the lines must be double-spaced, except that long quotations may be
17 single spaced and indented.
18
19 c) All papers must be not larger than 8 ½” by 11” with inside margins of not less than
20 one inch.
21
22 d) The original of all papers filed must be signed in ink by the party filing the paper or by
23 an officer, agent, or attorney thereof and copies thereof provided the opposing
24 party or his/her counsel.
25
26 e) If papers are filed by an attorney, his/her name and address must appear thereon.
27

28
29 **SECTION 7 – COMPUTATION OF TIME**

30
31 The time within which any act under these Rules is to be done will be computed by
32 excluding the first day and including the last, unless the last day is Sunday or is a holiday
33 as defined or fixed in any statute now or hereafter in force in the State, and then it will also be
34 excluded. If the day succeeding such Sunday or holiday is also a holiday or a Sunday then
35 such succeeding day will also be excluded.
36

37
38 **SECTION 8 – SUSPENSION**

- 39
40 a) The Commission may suspend any member of the Police Department against
41 whom charges have been brought, pending a hearing of the charges by the
42 Commission, but not to exceed thirty (30) days, without pay, at any one time.
43

- 1 b) The Chief of the Police Department will have the right to suspend any full-time
2 officer under his/her command for a period not to exceed five (5) days, providing no
3 charges on the same offense have been filed and are pending before the
4 Commission, and he/she must notify the Commission in writing within 24 hours of
5 the time of such suspension. The Chief of the Police Department will have authority
6 to suspend part-time police officers for any period of time. Any full-time, non-
7 probationary police officer so suspended may appeal to the Commission for a review
8 of the suspension within five (5) days after receiving notice of such suspension by
9 filing notice of such appeal in writing with the Secretary of the Commission. A hearing
10 must be had upon such appeal, and due notice given to the Chief of the Police
11 Department and to the Officer so suspended. The burden of establishing that a
12 suspension is unwarranted will be upon the individual bringing the appeal.
13
- 14 c) Upon such appeal, the Commission may sustain the action of the Chief of the Police
15 Department, may reverse it with instructions that the officer so suspended receive
16 his/her pay for the period involved, may suspend the officer for a period of not more
17 than thirty (30) days, or discharge him/her, depending on the evidence presented.
18
19

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

- 21
- 22 a) Discharge from office, or suspension from full-time service in the Police
23 Department will be as outlined in the Board of Fire and Police Commissioners Act
24 (65 ILCS 5/10-2.1-1, *et seq.*). Discharge or suspension from service of part-time
25 sworn officers will be within the sole authority of the Chief of Police and not subject
26 to review by this Commission.
27
- 28 b) The Commission will, within a reasonable time after the hearing is completed,
29 enter its findings on the records of the Commission.
30
31

32 **SECTION 10 – DATE OF HEARING**

33

34 The time for the initial hearing of charges will be set by the Commission, within thirty (30)
35 days of the time of the filing of such charges. Continuance may be granted from time to time
36 upon motion of any party to the proceeding by order of the Commission. This time
37 limitation is not applicable to hearings conducted to review suspensions of five (5) days or
38 less imposed by the Chief of the Police Department.
39

40 **SECTION 11 – FINDINGS AND DECISION**

41

42 In the case any member of the Police Department found guilty of the charges preferred
43 against him/her after a hearing by the Commission, he/she may be removed, discharged, or

1 suspended for a period not exceeding thirty (30) days, without pay. Upon an appeal, the
2 Commission may sustain the action of the Chief, may reverse it, in whole or in part, or
3 may suspend the officer for an additional period of not more than thirty (30) days or
4 discharge him/her, depending on the facts presented.

5
6 The findings and decision of the Commission, following a hearing of charges, will be
7 preserved by the Secretary, and notice of said finding and decision sent to the officer
8 involved and the Police Chief for enforcement. If the finding or decision is that an officer
9 or employee is guilty of charges investigated, and removal or discharge is ordered, such
10 order of removal or discharge will become effective forthwith. (See Section 9 of this Chapter
11 VI.)
12
13

14 **SECTION 12 – RULES – CONFLICT**

15
16 The personnel of the Police Department will be governed by the Rules as adopted by
17 the Commission and the Regulations of the Police Department, as well as any applicable
18 Village ordinances. In case of conflict, the ordinances of the Village will govern.
19
20

21 **SECTION 13 – POLITICAL CONTRIBUTIONS**

22
23 No person in the Police Department of the Village of South Barrington, Illinois, will be
24 under any obligation to contribute any funds to render any political service, and no such
25 person will do so or be removed or otherwise prejudiced for refusing to do so. No
26 person in the Police Department of the Village of South Barrington, Illinois, will discharge
27 or promote or reduce, or in any manner change the official rank or compensation of any
28 other person in such service, or promise or threaten so to do, for withholding or refusing to
29 make any contribution of money or service or any other valuable thing for any political
30 purpose, or in any other manner, directly or indirectly, use his or her official authority or
31 influence to compel or induce any other person to pay or render any political assessment,
32 subscription, contribution or service.
33
34

35 **SECTION 14 – VIOLATION OF RULES**

36
37 All members of the Police Department will be subject to the regulations of such
38 Departments, and the Rules of the Commission, and a violation of such rules or regulations
39 may be cause for filing of charges before the Commission, a subsequent hearing and action by
40 the Commission on such charges.
41
42
43

1 **SECTION 15 – VIOLATION OF LAW**

2
3 Any violation of the laws of the municipality or state or federal law, by any member of
4 the Police Department of such municipality may be cause for the filing of charges
5 against said officer, except as herein otherwise provided.
6

7
8 **CHAPTER VII – GENERAL**

9
10
11 **SECTION 1 – OTHER POWERS**

12
13 The Commission will have such other powers and duties as are given it by Village ordinance
14 or by the statutes of the State of Illinois.
15

16 **SECTION 2 - CONFLICTS WITH STATE STATUTES**

17
18 Any Chapters, Sections and/or Subsections of the foregoing rules for the operation of the
19 Commission that are in conflict with the State statutes or with any amendments thereto that
20 may hereafter be enacted are null and void. This, however, does not invalidate any other
21 Chapters, Sections and/or Subsections of said rules.
22

23 **SECTION 3 – LEAVE OF ABSENCE**

24
25 Leaves of absence will be granted by reason of military service or duty-related disability
26 as specified in Illinois Compiled Statutes, Chapter 65, Section 5/10-2.1-23. If a leave of
27 absence is granted by the Commission during a probationary period, such probationary period
28 will be tolled until the probationary employee returns from his/her leave of absence.