

**VILLAGE OF VERNON HILLS
ORDINANCE 2024-066**

**AN ORDINANCE APPROVING AMENDMENTS TO THE RULES AND
REGULATIONS OF THE BOARD OF FIRE AND POLICE COMMISSIONERS OF
THE VILLAGE OF VERNON HILLS**

WHEREAS, the Village of Vernon Hills is a home rule municipality pursuant to Article 7, Section 6, of the Illinois Constitution and is acting in accordance with its home rule authority in enacting this ordinance; and

WHEREAS, the Board of Fire and Police Commissioners (“BOFPC”) recommends comprehensive amendments to its Rules and Regulations regarding the manner of hiring both Original Appointments and Lateral Hires (the “Recommended Amendments”); and

WHEREAS, the Recommended Amendments to the Rules and Regulations deviate significantly from Board of Fire and Police Commissioners Act 65 ILCS 5/10-2.1-15; thus, the Recommended Amendments must be effectuated through the Village Board’s approval using the Village’s home rule authority ; and

WHEREAS, the Corporate Authorities of the Village of Vernon Hills have determined that the public interest can be best served and have deemed it to be in the best interest of the Village’s Police Department to amend the BOFPC Rules and Regulations as shown in the proposed revised Rules and Regulations attached hereto as Exhibit A .

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: APPROVAL OF AMENDMENTS

The Amendments contained in the Rules and Regulations of the Vernon Hills Board of Fire and Police Commissioners attached hereto as Exhibit A are hereby approved.

SECTION 2: EFFECTIVE DATE

The ordinance shall be in full force and effect from its passage, approval and publication as provided by law.

SECTION 3: ORDINANCE NUMBER

This ordinance shall be known as ordinance number 2024-066.

Dated the 7th day of May, 2024.

[Signature page to follow]

Adopted by roll call vote as follows:

AYES: Oppenheim, Schenk, Forster, Marquardt, Takaoka, Byrne, Koch

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 - None

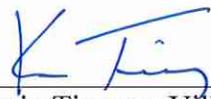


Roger L. Byrne, Village President

PASSED: 05/07/2024

APPROVED: 05/07/2024

ATTEST: 05/07/2024



Kevin Timony, Village Clerk



EXHIBIT A

**AMENDED RULES AND REGULATIONS OF THE BOARD OF FIRE AND POLICE
COMMISSIONERS VILLAGE OF VERNON HILLS STATE OF ILLINOIS**

**RULES AND REGULATIONS
OF THE
BOARD OF FIRE AND POLICE COMMISSIONERS
VILLAGE OF VERNON HILLS
STATE OF ILLINOIS**

ADOPTED: June 1, 1999
REVISED: May 7, 2024
PUBLISHED: May 8, 2024
EFFECTIVE: May 18, 2024



Tom Quille
Chairman
Vernon Hills Board of Fire & Police Commissioners

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**RULES AND REGULATIONS
OF THE
BOARD OF FIRE AND POLICE COMMISSIONERS
OF THE
VILLAGE OF VERNON HILLS
STATE OF ILLINOIS**

As adopted by the Board of Fire and Police Commissioners of the Village of Vernon Hills, Illinois, effective February 3, 2017, as revised January 10, 2017

Chapter I-Administration

Section 1-Source of Authority.

The Board of Fire and Police Commissioners of the Village of Vernon Hills, Illinois derives its power and authority from an Act of the General Assembly entitled, "Division 2.1 Board of Fire and Police Commissioners," of Chapter 65 of the Illinois Compiled Statutes ("the Act") and from the Home Rule authority granted to the Village by Article 7, Section 6 of the Constitution of the State of Illinois. Where these Rules and Regulations conflict with the provisions of the Act, such deviations have been enacted pursuant to the Home Rule Authority of the Village of Vernon Hills, and these Rules and Regulations shall control.

Section 2-Definitions.

The word "Commission" and/or "Board" wherever used shall mean the Board of Fire and Police Commissioners of the Village of Vernon Hills, Illinois. The word "Officer" shall mean any person holding a position as a sworn police officer in the Police Department of the Village of Vernon Hills, Illinois. The masculine noun or pronoun includes the feminine. The singular includes the plural, and the plural the singular.

Section 3-Composition of the Board and Duties.

On the first meeting of every year, the Board shall elect a Chairman and a Secretary. They shall hold office until the end of the calendar 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 record book and shall be the custodian of all the forms, papers, books, records and completed examinations of the Board.

Section 4-Meetings.

- a) Regular meetings shall be held quarterly, notice shall be posted, and meetings shall be open to the public.
- b) Special meetings shall be open, notice thereof to be posted forty-eight (48) hours prior to convening, called by the filing of a notice in writing with the Secretary of the Board and signed either by the Chairman of the Board or any two members thereof. This notice shall contain a brief statement of the business to be submitted for the consideration of the Board at such special meetings and shall set forth the time and place of such special meeting, and no other business shall be considered at such special meeting.
- c) During any regular or special meeting, a closed session may be held upon a proper motion made by any single member of the Board for the purpose of discussing the appointment, employment, discipline or dismissal of an officer or employee. Closed sessions may be limited to Board members and such invited persons as the Board may deem necessary. The Secretary will record the motion to close the meeting, record the roll call vote of the members on said motion and keep minutes of the closed session.

- d) Public notice of any regularly scheduled or special meeting shall be held in accordance with the Illinois Open Meetings Act.
- e) A Commissioner may attend the meeting by other means in accordance with 5ILCS 120/7 if the Commissioner is prevented from physically attending because of: (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency. This is available four times per Commissioner per calendar year.

Section 5-Quorum.

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

Section 6-Order of Business.

The order of business at any meeting shall be:

- a) Approval of the Minutes
- b) Public Comment
- c) Communications from the Board and Staff
- d) Unfinished Business
- e) New Business
- f) Other Business Pertaining to the Operation of the Commission
- g) Adjournment
- h) Executive Session

Section 7-Procedure.

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

Section 8-Records.

The Commission shall keep such records as are deemed necessary.

- a) Minutes-The Commission Secretary shall keep such minutes as are deemed necessary by the Commission. Such minutes shall include, but are not limited to, all motions and seconds, their authors, and the actions taken thereon. In the Secretary's absence, the Chairman shall tend to the minutes.
- b) Confidential Information -All confidential information contained in applications for promotion or original appointment in the police department, references, and results of investigations, and results of any testing required, shall be maintained by the Secretary in a secure confidential file and shall not be available to any person other than Board members, without the consent of the Board. Relevant laws governing disclosure and open records shall control all record access and disposition.
- c) Commission Office-The Commission shall maintain a secured area in the Village of Vernon Hills, Illinois. All records and documents shall be maintained at such secured area.
- d) Correspondence-The Secretary shall attend to all correspondence of the Commission.

- i. Form of Correspondence from the Chief of Police -When making written notifications or requests on any matter requiring approval, endorsements, or grants of permission from the Commission, the Chief of Police shall provide such notification or request in writing signed by the Chief of Police.
 - ii. Final Offer of Employment - The Secretary shall prepare or cause to be prepared a final offer of appointment upon direction of the Board. Upon acceptance of the Offer, the remainder of the employment process shall be handled by Village Staff, including administering the Oath of Office, which Oath will be administered by an authorized representative of the Village.
- e) Purging of the Commission Files -The Secretary of the Commission may, pursuant to the Local Records Act and with the consent of the Commission, remove, delete, store, or destroy any reports, communications, correspondence, folders, examinations and etc., which have been in the Commission files, in compliance with the Illinois Compiled Statutes.
 - f) Federal Records -The Commission Secretary shall keep or cause to be kept such records as may be required by federal or state authority and shall take such measures as the Commission may deem necessary, to assure that they remain separate from and do not affect the selection process.
 - g) Addresses of Eligibles – The Secretary shall maintain the current addresses and phone numbers of all individuals within the pool of eligible candidates. Candidates whose names are placed in a pool of eligibles must notify the Secretary of any changes of address and phone numbers while their names remain within the pool. Names of candidates who fail to notify the Secretary of a change in address and phone number shall be stricken from the pool. of eligible candidates.
 - h) Certifications and Registrations - The Commission shall request and maintain on an annual basis a current list of all recognized professional service vendors and copies of their current certifications and/or registrations.

Section 9-Rules.

- a) Generally, and Severability - In accordance with the Act, the Commission shall make and maintain such rules as they deem necessary to carry out the provisions of the Act. If any section or portion thereof these rules and regulations are for any reasons, found to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision. Such finding shall not affect the remaining portions of these rules and regulations.
- b) Amendments - Amendments to the Rules of the Commission may be made at any meeting of the Commission. All rules and changes therein or amendments thereto, shall become effective not less than ten days after notice of the place or places where the rules may be obtained. Such notice shall be posted on the Village of Venon Hills website and within the police department.
- c) Conflicting with Other Rules - In the case of conflict between Commission rules and police department regulations, the former shall control matters within the lawful authority of the Commission.

Chapter II-Applications for Original Appointments

Section 1-Residence.

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

Section 2-Applications.

Applications for original appointment shall be completed as directed by the Commission.

Every applicant must be of good moral character, of temperate habits, of sound health and must be physically able to perform the essential job functions of the position applied for as established by the Village, as listed in the position description on file at the Police Department). Applicants must speak and understand English language sufficient to discharge the duties of police officer for the Village of Vernon Hills. The burden of establishing these facts rests upon the applicant.

The applicant shall furnish with their application a copy of their Birth Certificate, High School Diploma or G.E.D. Certificate and a certified copy of his or her college transcripts and any degree earned from an accredited college or university listed in the United States Department of Education Database of Postsecondary Institutions and Programs. The applicant shall furnish any Military Service Records, including Discharge Papers (DD Form 214) which may also be considered as a factor in employment.

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 3-Disqualification.

The Board may refuse to place any applicant in the Pool of Eligible Candidates:

- a) Who is found lacking in any of the established preliminary requirements for the service for which he or she applies.
- b) Who is physically unable to perform the essential job functions of the position to which he or she seeks appointment.
- c) Who is addicted to the use of intoxicating beverages or is found to have taken or used drugs and/or narcotics illegally.
- d) Who has been convicted of felony or any misdemeanor involving moral turpitude, as specified in §10-2.10-6 of the Act.
- e) Who has been dismissed from any public service for good cause.
- f) Who is unable to speak and understand English language sufficient to discharge the duties of police officer for the Village of Vernon Hills.
- g) Who has attempted to practice any deception or fraud in his or her application.
- h) Who may be found disqualified in personal qualifications or health.
- i) Whose character and employment references are unsatisfactory.
- j) Who does not possess at least 60 hours of study from an accredited institution of higher learning.

- k) Who has applied for a position of a police officer and is or has been classified by his or her Local Selective Service Draft Board as a conscientious objector.
- l) Who has not successfully completed the background or psychological examination, or who has made admissions of criminal conduct during the polygraph examination that would otherwise preclude them from consideration for the position of police officer or is who otherwise ineligible as provided in §10-2.1-6 of the Act.

Any applicant, or eligible deemed disqualified under this Section 3 shall be so notified by the Board and ineligible to reapply for a period of two years from the date of written notification.

Section 4-Defective Applications.

Applications shall not be rejected for minor omissions or deficiencies. Defective applications must be corrected by the applicant prior to the Pre-Screening outlined in Chapter III, Section 2 below. provided the applicant is not otherwise disqualified for the position sought.

Section 5-Physical and Medical Examinations.

Applicants for original appointment must successfully pass any test required by the training academy for entrance and shall be required to submit to a thorough medical examination by a licensed physician appointed by the Board of Fire and Police Commissioners of the Village of Vernon Hills.

Section 6-Age Requirements.

Applicants must be at least 21 years of age and shall not have attained 35 years of age at date of application, unless exempt from such age limitation as provided in 5/10-2.1-6(a)(d) of the Act. Applicant must be within the age requirement at time of appointment. Proof of birth date shall be required at time of application.

Section 7-Notice of Acceptance.

At the time of their formal application, candidates shall be informed of all elements of the testing and selection process. There will be no further notifications made to candidates prior to the date of the written examination.

Section 8-Release of Liability.

All applicants shall execute and deliver to the Board a release of all liability as the result of taking the physical ability test in favor of the Village of Vernon Hills on a form to be prescribed by the Board.

Chapter III-Hiring Process for Original Appointments

Section 1-Notice of Open Call for Candidates.

Applications will be accepted on the dates fixed by the Board and the Rules stated herein. The Board shall advertise that applications are being accepted based on the hiring needs of the Police Department.

Section 2-Eligibility Process.

- a) The Board will post on the Village's website an "Open Call" for applicants for the position of patrol officer upon discussing the needs of the Department with the Chief of Police. The post shall inform the public of the process by which applications may be obtained, completed and filed, and the date by which applications must be returned to the Board.
- b) The Eligibility Process shall consist of the following steps which are described in more detail in Sections 3-7 below:

1. Step 1: POWER Test

Interested applicants must secure a POWER Test card no earlier than 6 months from the date of their application

2. Step 2: Application and Entry Exam

Candidates shall take the Entry Exam and submit the Job Application and supporting documents all on the same on-line portal.

3. Step 3: Pre-Screening Interview & Orientation with Police Department Staff

4. Step 4: Board Application Review

Applications and any reports provided by staff during pre-screening and orientation are reviewed by the Board. The Board will determine upon review which applicants are to be scheduled for interviews with the Board. Applicants not receiving further consideration will be so notified by email or U.S. mail by the Board Secretary.

5. Step 5: Board Interview

Following the Review of Applications, the Board will interview those candidates it selected for interview and then determine which candidates will be placed into a Pool of Eligible Candidates for employment. Based on the staffing needs of the Police Department the Board will determine the number and the most qualified candidates from the Pool of Eligible Candidates that will move on to Step 6.

6. Step 6: Background Investigation & Polygraph Exam

7. Step 7: Conditional Offer of Employment

8. Step 8: Psychological and Medical Exams

9. Step 9: Final Offer of Employment

10. Step 10: Swearing In and Issuance of Oath of Office

Section 3-Applications and Employment Examination.

a) Applicants shall submit an on-line job application which will be made available by the Board. No earlier than six months prior to their date of application, applicants must secure a POWER Test Card issued by Northeastern Illinois Public Safety Training Academy NIPSTA, Triton Community College, Joliet Community College, or other entity approved by the Board.

b) At the time of submitting the job application, applicants shall also take an online entry examination. The minimum passing score on the entry examination shall be determined in accordance with the test standards recommended by the testing agency administering the examination.

Section 4- Pre-screening Interview & Orientation.

a) Candidates who receive a passing score and successfully submit an application with the required supporting documents will be contacted for a Pre-screening interview to be conducted as follows:

1. A staff member will contact any applicant that has failed to provide the proper documents or otherwise has an application deficiency and make a request for correction. Failure to provide the proper documents or correct any deficiency shall be cause for elimination from the selection process.
2. Applicants who have passed the entry examination and submitted a proper application will be contacted and scheduled for a pre-screening interview at the convenience of police staff.
3. Applicants will be scheduled for pre-screening interviews and ride along orientations in the order in which their application and successful exam are received. Police Staff will check the application portal on a weekly basis. If multiple applications and successful passing scores are received in a given week all will be scheduled for the pre-screening interview on the same or consecutive days, based on availability of Staff.
4. Ride-along orientation may be scheduled on the same day as the pre-screening interview. In the case of a large number of applicants, a group orientation may be provided in lieu of individual ride-along, at the discretion of the police staff.

Section 5-Documents.

All examinations materials shall be and remain the property of the Board. The Board decision on which candidate are placed into the Pool of Eligible Candidates for hire shall be final and conclusive and not subject to review by any other board or tribunal of any kind or further description. Candidates who fail to advance to any of the steps of the hiring process will be notified and eliminated from all further consideration.

Section 6-Board Application Review.

Whenever practicable, all Commissioners shall participate in the Board's review of the applications, written exam results and pre-screening recommendations in order to determine which applicants will be interviewed by the Board. Those candidates who are not granted an interview by the Board will be notified and eliminated from all further consideration.

Section 7-Board Oral Interview.

When an interview is granted, no less than a majority of the Commissioners conduct the initial oral interview. Questions shall be asked of the Candidate that will enable the Commissioners to properly evaluate the Candidate on speech, alertness, ability to communicate, judgment, emotional stability, self-confidence, social skill, and general fitness for the position. On completion of the interview, the Commissioners will assess the Candidate's abilities using the traits listed above. Candidates who fail to satisfactorily complete the oral interview process at the discretion of the Board will be notified and eliminated from all further consideration. If an applicant successfully completes the Board interview, the applicant shall move on to Sections 8 and 9 below.

Section 8-Consideration of Additional Qualifications.

The Commission may give preference in original appointment to the Police Department as follows:

1. Candidates who have successfully obtained a bachelor's degree from an accredited college or university;
2. Candidates who are currently full time sworn certified police officers of a regular police department in any municipal, county or state law enforcement agency in any state; or
3. Persons who were engaged in the active military or naval service of the United States for at least one (1) year and who were honorably discharged or who are now or may hereafter be on inactive or reserve duty in such military or naval service (not including, however, in the case of offices, positions and places of employment in the police department, persons who were

convicted by court martial of disobedience of orders where such disobedience consisted in the refusal to perform military service on the ground of religious or conscientious objection).

Section 9-Placement in Pool of Eligible Candidates.

The Commissioners will prepare a Pool of Eligible Candidates based on its review and assessment of the entry exam, applications, supporting documents, pre-screening interviews and orientation and Board interviews. At any time thereafter, the Board may reassess and remove an applicant from the pool of eligible candidates.

Section 10-Selection.

- a) When the Board receives a written request for appointment of a probationary police officer made by the Village Manager, applicants may be chosen from the Eligibility Pool.
- b) Following completion of a background investigation which includes a polygraph examination, the Board may approve extending a conditional offer of employment which will be subject to successful completion of an in-depth psychological examination, and a thorough medical examination (which shall include a drug screen and tests of the applicant's vision and hearing). The Board may also authorize the Chief of Police to extend a final offer of employment upon the Chief's determination of the successful completion of an in-depth psychological examination and thorough medical examination.
- c) The Commission may conduct an exploratory discussion of matters identified by professional examinations and/or tests, which bear on the applicant's character and background.
- d) The Commission may strike from the pool of eligibles, any candidate who fails to meet the standards set forth for original appointment. In addition, any person who is discovered to have made false representation in any document or examination or who aids in committing such fraud shall be stricken from the Pool of Eligible Candidates.

Section 11-Professional Examinations and Tests.

- a) Psychological Examination - Each applicant for original appointment shall submit to a psychological examination by such psychologist or psychiatrist as the Board may designate. Such examination shall be without expense to the applicant. Failure of the applicant to take or successfully complete such test shall eliminate him from further consideration.
- b) Polygraph Examination - Any applicant for original appointment to the Police Department of the Village of Vernon Hills, Illinois, shall be required to submit to a polygraph examination at such time and place as the Board may designate. Such test shall be given without expense to the applicant. Failure of the applicant to take or successfully complete such test shall disqualify him for the position of police officer. The results of the polygraph examination shall not be singularly used to disqualify a candidate; however, they may be used to assist in focusing further background checks or in conjunction with other pre or post test interviews together with other information or lack of information to support decisions relevant to employment status.
- c) Drug Screen - Any applicant for original or lateral appointment to the Police Department of the Village of Vernon Hills, Illinois, shall be required to pass a drug screening test to establish the applicant's fitness to perform the duties of police officer. Said drug screening test shall be arranged for and paid by the Board. Failure to pass the drug screening test shall disqualify an applicant from appointment and the applicant's name shall be stricken from the eligibility pool.
- d) Medical Examinations - All medical examinations shall be performed by a licensed physician at no expense to the candidate. If a candidate is found to be physically unable to perform any essential function of the job as a police officer, he or she shall be stricken from the eligibility pool.

Section 12-Probationary Appointment.

- a) All original appointments to the police department shall be for a probationary period of eighteen (18) months. The probationary period shall commence as of the first date said individual is sworn in with the department.
- b) Probationary employees may be dismissed at the discretion of the Chief or his designee and are not entitled to the protections afforded to non-probationary officers by the Act, these rules, or any collective bargaining agreement.

Section 13-Certification.

- a) Final certification of probationary Police Officers shall be subject to successful completion of the Basic Training Course as provided by the Illinois Law Enforcement Training and Standards Board within the prescribed probationary period.
- b) Inability to successfully complete this course shall be grounds for termination of an officer's probationary appointment.

Chapter IV- Lateral Entry

Section 1-Source of Authority.

The Commission may waive portions of the original appointment process for police applicants who are currently or have previously been full-time sworn officers in any municipal, county, university, or State law enforcement agency, provided they are certified or have the ability to be certified by the Illinois Law Enforcement Training and Standards Board and have been with their respective law enforcement agency within the State of Illinois for at least two continuous years.

Section 2- Application for Lateral Entry.

Applicants for lateral entry positions shall file on-line applications on forms furnished by the Village of Vernon Hills, and applicants must comply with the requirements of said form.

All persons who have previously been full-time sworn officers of a regular police department in any municipal, county, university, or State of Illinois law enforcement agency; have completed their probationary period as a full time sworn officer or two years of continuous full-time service with a law enforcement agency; and are certified by the Illinois Law Enforcement Training Standards Board, may be considered for lateral entry ahead of non-certified applicants. In order to be considered for lateral entry, a completed application, as outlined in Chapter II of these Rules, must be submitted to the Board of Fire and Police Commissioners. All lateral entry applicants must provide documentation to show that their current or prior responsibilities/duties are similar to those of a "Police Officer" in the Village of Vernon Hills. "Police Officer" applicants must provide documentation that they have fulfilled the requirements of the Illinois Police Training Act. Lateral entry applicants who meet the aforementioned requirements and have been selected for lateral entry will not be required to participate in the written examination or the physical agility examination, as outlined in Chapter III in order to be placed in the Pool of Lateral Entry Eligibles. However, all lateral entry candidates shall successfully complete all other phases of the entry process, as outlined in these Rules, prior to and after an offer of employment being given.

Every applicant must be of good moral character, of temperate habits, of sound health and must be physically able to perform the essential job functions of the position applied for as established by the Village. Applicants must speak and understand English language sufficient to discharge the duties of police officer for the Village of Vernon Hills. The burden of establishing these facts rests upon the applicant.

The applicant shall furnish with their application a copy of Birth Certificate, High School Diploma or G.E.D. Certificate, a certified copy of transcripts documenting at least 60 hours of study at an accredited institution of higher learning and a copy their certificate attesting to their successful completion of a Full-Time Basic Law

Enforcement Training Course, as provided in the Illinois Police Training Act. If applicable, the applicant shall furnish any Military Service Records, including Discharge Papers (DD Form 214).

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 3-Disqualification.

The Board may refuse to examine a lateral entry applicant or, after examination, to certify him as eligible pursuant to Chapter II Section 3.

Section 4-Defective Applications.

Applications shall not be rejected for minor omissions or deficiencies. Defective applications as determined by Police Department Staff must be corrected by the applicant, in a timely fashion, provided the applicant is not otherwise disqualified.

Section 5-Age Requirements.

Age limitations will be in accordance with §10-2.1-14 of the Act

Section 6-Notice.

At the time of their application, candidates for lateral entry shall be informed in writing of all elements of the lateral entry selection process.

Section 7-Oral Interview.

Lateral Applicant Pre-screening:

Applications submitted by candidates for lateral entry, along with any resumes submitted, may be pre-screened in accordance with the procedures set forth in Chapter III Section 4. The pre-screening process will identify lateral applicants who meet the minimum requirements as identified in Chapter IV Section 2. Recommendations provided by Police Department Staff will summarize applicants for further consideration, based on anticipated hiring needs of the Police Department, the experience of the applicants as set forth in their resumes, and a successful preliminary background check. The Board will review the information received from Police Department Staff and may elect to interview any of the applicants irrespective of the Police Department Staff's recommendation.

After the pre-screening, candidates for lateral entry may be scheduled for an oral interview at the convenience and discretion of the Board following a preliminary background check.

Whenever practicable, all Commissioners shall participate in the oral interview. In no event shall less than a majority of the Commissioners conduct the oral interview. Questions shall be asked of the lateral entry candidate that will enable the Commissioners to properly evaluate and grade the lateral entry candidate on speech, alertness, ability to communicate, judgment, emotional stability, self-confidence, social skill, and general fitness for the position. On completion of each oral test the Commissioners will assess the Candidate's abilities using the traits listed above. Candidates who fail to satisfactorily complete the oral interview process, at the discretion of the Board, will be notified and eliminated from all further consideration. Lateral entry candidates who fail to pass the oral interview will be notified and eliminated from all further consideration.

Section 8-Lateral Entry Pool of Eligibles.

- a) The Commission will maintain a separate pool of eligibles of lateral entry candidates based on their relative excellence following the oral interview and a background investigation. Candidates for lateral entry shall be removed from the lateral entry pool of eligibles two years from the date of being placed in the Lateral Entry Pool of Eligibles.

Section 9-Consideration of Additional Qualifications for Laterals.

The Commission may give preference in the appointment of candidates from the lateral entry pool of eligibles to the Police Department as follows:

1. Candidates who have successfully obtained a bachelor's degree from an accredited college or university; and
2. Persons who were engaged in the active military or naval service of the United States for at least one (1) year and who were honorably discharged or who are now or may hereafter be on inactive or reserve duty in such military or naval service (not including, however, in the case of offices, positions and places of employment in the police department, persons who were convicted by court martial of disobedience of orders where such disobedience consisted in the refusal to perform military service on the ground of religious or conscientious objection).

Section 10-Selection.

- a) When the Commission receives a written request for appointment of a probationary police officer made by the Police Department, applicants may be chosen from either the Original Appointment or the Lateral Eligibility Pools in accordance with these rules.
- b) In the case of a lateral entry candidate, following completion of a background investigation which includes a polygraph examination, a conditional offer of employment shall be made to the most qualified candidate as determined by the Commission consistent with the duties and responsibilities of a Vernon Hills Police Officer and needs of the Village.
- c) If a conditional offer of employment is extended, a lateral entry applicant must pass a psychological examination, and a thorough medical examination (which shall include a drug screen and tests of the applicant's vision and hearing). Such examinations shall be without expense to the applicant. Examinations will be administered, scored, evaluated, and interpreted in a uniform manner. No examinations shall contain questions regarding applicant's political or religious opinions or affiliations.
- d) The Commission may conduct an exploratory discussion of matters identified by professional examinations and/or tests, which bear on the applicant's character and background.
- e) The Commission may strike from either pool of eligibles, any candidate who fails to meet the standards set forth for original entry. In addition, any person who is discovered to have made false representation in any document or examination or who aids in committing such fraud, shall be stricken from the pool of eligibles.

Section 11-Professional Examinations and Tests.

- a) Psychological Examination - Each applicant for lateral appointment shall submit to a psychological examination by such psychologist or psychiatrist as the Board may designate. Failure of the applicant to take or successfully complete such test shall eliminate him from further consideration.
- b) Polygraph Examination - Any applicant for lateral appointment to the Police Department of the Village of Vernon Hills, Illinois, shall be required to submit to a polygraph examination at such time and place

as the Board may designate. Failure of the applicant to take or successfully complete such test shall disqualify him for the position of police officer. The results of the polygraph examination shall not be singularly used to disqualify a candidate; however, they may be used to assist in focusing further background checks or in conjunction with other pre or post test interviews together with other information or lack of information to support decisions relevant to employment status.

- c) Drug Screen – Any applicant for lateral appointment to the Police Department of the Village of Vernon Hills, Illinois, shall be required to pass a drug screening test to establish the applicant’s fitness to perform the duties of police officer. Said drug screening test shall be arranged for by the Board. Failure to pass the drug screening test shall disqualify an applicant from appointment and the applicant’s name shall be stricken from the eligibility pool.
- d) Medical Examinations – All medical examinations shall be performed by a licensed physician. If a candidate is found to be physically unable to perform any essential function of the job as a police officer, he or she shall be stricken from the eligibility pool.

Section 12-Probationary Appointment.

- a) All appointments to the police department of lateral candidates shall be for a probationary period of eighteen (18) months. The probationary period shall commence as of the first date said individual is sworn in with the department. Lateral probationary employees may be dismissed at the discretion of the Police Chief and are not entitled to the protections afforded to non-probationary officers by statute, these rules, or any collective bargaining agreement.

Chapter V - Promotional Examinations

Section 1-General.

The Board, by its rules, shall provide for promotion to the rank of Sergeant in the Police Department on the basis of ascertained merit and seniority in service and examination, and shall provide in all cases, where it is practicable, that vacancies shall be filled by promotion. All examinations for promotion shall be competitive among such members of the next lower rank as desire to submit themselves to examination. All promotions shall be made from the three (3) individuals having the highest rating, and where there are less than three (3) names on the promotional eligibility list, as originally posted, or remaining thereon after appointments have been made there from, appointments to fill existing vacancies shall be made from those names or the name remaining on the promotional list. The method of examination and the rules governing examinations for promotion are specified below. The Board shall strike off the names of candidates for promotional appointment after they have remained thereon for more than three (3) years, provided there is no vacancy existing which can be filled from the promotional list. Candidates not selected for promotion may submit themselves for re-examination in future promotional processes. For the purpose of determining that a vacancy exists, the Board must have received written notice from the Village that a vacancy exists in a promotional rank prior to the date the name(s) are to be stricken from a promotional eligibility list.

Section 2-Notice.

A notice of the time, date and location of every promotional examination shall be given by the Commission by legal notice at least once in one or more newspapers generally circulated within the Village of Vernon Hills. Such legal notice shall be made at a minimum of two (2) weeks, and a maximum of four (4) weeks preceding any promotional examination. In lieu of the published legal notice the Commission may post a written notice on the department bulletin board and deliver such notice to all eligible personnel electronically or in person. When such action is taken by the Commission, each and every eligible and qualified member of the department shall notify the Commission of his/her waiver of the need for a published legal notice and shall indicate by a date to be determined by the Board, their interest in participating in the promotional process.

- a) The final Promotional Examination score shall be determined as follows:

Test Components Minimum	Passing Score	Weight
Written Test Score	N/A	25 %
Oral Test Score	N/A	25%
Promotability Rating	N/A	25%
Assessment Process	N/A	25%

The Board shall be responsible for ensuring that examinations for promotion are job related and nondiscriminatory. The Board may have the ability to employ the services of private sector vendors for the purpose of development, administering, scoring, and validating written examinations.

The Board shall be responsible for the construction and administration of the oral interview element of the promotional process. The oral interview will be structured, job related, scored, and administered uniformly for all candidates.

The Police Department shall be responsible for the computation of a promotability rating for each candidate, based on scale of 1-10, with a maximum score of 10 points. The authority and responsibility for computing the promotability ratings shall rest with the Chief of Police. The Chief of Police will uniformly evaluate potential candidates for promotion and may base the rating on previous performance evaluations, awards, commendations, disciplinary record, training, personal observation, seniority, and Command Staff input.

The Assessment Process is a selection instrument delivered by an organization designated by the Board at the time of the promotion examination process. The Assessment Process will include interviews and / or exercises to measure the candidates' suitability for promotion to Sergeant. The Assessment Process will be scored by the Assessor or Assessors with results to be used in compiling an Eligibility List.

Seniority.

- b) No officer shall be eligible to test for promotion to the rank of Sergeant until that officer has successfully completed probation.

Candidates who are otherwise qualified and have timely requested credit for prior military service shall be granted veterans preference points as provided in §5/10-2.1-11 of the Act. Any officer planning on applying for military preference points will be required to submit a copy of their DD-214. Every officer must apply for their veterans' preference points within ten (10) days of being notified by the Commission that they have successfully passed the cumulative total of the written examination, oral interview, assessment process and promotability rating.

Section 3-Total Score.

- a) Candidate's total score shall consist of the combined scores of the promotability rating, written examination, oral test, assessment process and military preference points. In order to be eligible for promotion, candidates must attain an average minimum passing score of seventy percent (70%) of the cumulative sum total points of the written test, oral test, promotability rating and assessment process.

Promotional candidates shall then be graded in accordance with the following weighted formula:

1. Written Test Score: twenty-five percent (25%) of the total score.
2. Oral Test Score: twenty-five percent (25%) of the total score.
3. Promotability Rating: twenty-five percent (25%) of the total score.
4. Assessment Process: twenty-five percent (25%) of the total score.

Candidates shall take rank upon a promotional eligibility list in the order of their relative excellence as determined by their total score. In the event of a tie score, the placement of the tied candidates' names on the eligibility list shall be determined by lot, in the presence of a quorum of the Board, in whatever manner the Board deems appropriate.

Section 4-Promotional Vacancy.

Upon notice from the Village that a promotional vacancy exists, the Board shall select the individual to be promoted in the manner specified in Section 1 of this Chapter IV. Certificates of promotion shall be issued by the Board.

Chapter VI-Order of Rank, Classification and Oath of Office

Section 1-Rank.

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

Section 2-Classification.

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

Section 3-Oath of Office.

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

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

Signed _____

Subscribed and sworn to before me this _____ day of _____, _____.
Notary Public.”

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

Chapter VII-Discipline

All Discipline including but not limited to suspensions, demotions or discharge will be administered by the Chief of Police . Due Process and review rights of an aggrieved employee will be provided in accordance with the terms of the Collective Bargaining Agreement in effect at the time of the conduct at issue.

Chapter VIII-General

Section 1.

The Board shall have such other Powers and duties as are given it by the home rules powers of the Village of Vernon Hills granted under Article 7, Section 6 of the Constitution of the State of Illinois, the Statutes of the State of Illinois, or by ordinance. The Village of Vernon Hills has adopted the attached Amended Rules pursuant to its Home Rule Authority. Where the above Rules conflict with the Board of Fire and Police Commissioner Act, 65 ILCS 5/11-2.1-1 et seq., these Rules shall control.

Section 2-Review and Appeal

The review and appeal of any administrative decision by the Commission shall be as prescribed in the Illinois Compiled Statutes Chapter, 735 ILCS 5/3 – 101 et.al.

VILLAGE OF VERNON HILLS

ORDINANCE NO. 2024-066

AN ORDINANCE AUTHORIZING THE DISPOSAL OF SURPLUS PERSONAL PROPERTY
OWNED BY THE VILLAGE OF VERNON HILLS

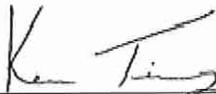
THE 7th DAY OF MAY 2024

Published in pamphlet form by the Authority of the
President and Board of Trustees of the Village of
Vernon Hills, Lake County, Illinois, this
7th day of May, 2024

AFFIDAVIT OF SERVICE

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

I, KEVIN TIMONY, BEING FIRST DULY APPOINTED, DEPOSES AND SAYS ON OATH THAT AS VILLAGE CLERK OF THE VILLAGE OF VERNON HILLS, HE DID CAUSE THE FOREGOING CERTIFICATE FOR ORDINANCE NO. 2024-066 AN ORDINANCE APPROVING AMENDMENTS TO THE RULES AND REGULATIONS OF THE BOARD OF FIRE AND POLICE COMMISSIONERS OF THE VILLAGE OF VERNON HILLS TO BE POSTED IN THE VILLAGE HALL AS REQUIRED BY LAW FROM MAY 7, 2024 TO MAY 17, 2024.



Kevin Timony, Village Clerk

SUBSCRIBED AND SWORN TO BEFORE ME
THIS 7th DAY OF MAY 2024



Notary Public

