

**VILLAGE OF VERNON HILLS
ORDINANCE 2021-123**

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

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 amendments to Chapter III and V of its Rules and Regulations regarding Promotional Examinations (the “Recommended Amendments”); and

WHEREAS, the Recommended Amendments to the Rules do not strictly follow the 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 Chapters III and V of 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: PUBLICATION OF AMENDED RULES

The Amended Rules and Regulations shall be published in accordance with the Board of Fire and Police Commissioners Act and with Chapter I, Section 9(b) of the Rules and Regulations of the Vernon Hills Board of Fire and Police Commissioners.

SECTION 4: ORDINANCE NUMBER

This ordinance shall be known as ordinance number 2021-123.

Dated this 19th day of October 2021

Adopted by roll call vote as follows:

AYES: 6 – Oppenheim, Takaoka, Koch, Forster, Marquardt, Byrne

NAYS: 0 – None

ABSENT AND NOT VOTING: 1 – Schenk

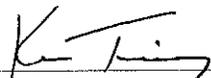


Roger L. Byrne, Village President

PASSED: 10/19/2021

APPROVED: 10/19/2021

ATTEST: 10/19/2021



Kevin Timony, Village Clerk

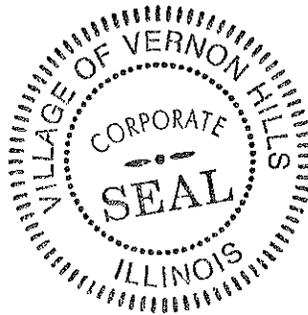


EXHIBIT A
AMENDED RULES

Chapter III Examinations

Section 3-Employment Examinations

Applicants must attend any orientation program sponsored by the Board. In addition, applicants shall be required to participate in the physical ability test, written examination, oral interview, background investigation, psychological examination, polygraph examination, and medical examination (including drug screening) as determined by the Board. 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.

The Board may accept evidence of a candidate's participation in the physical ability test in lieu participation in the physical ability test offered on a test date. Acceptable evidence includes a P.O.W.E.R. Test card issued by Northeastern Illinois Public Safety Training Academy NIPSTA, Triton Community College, Joliet Community College, or other entity approved by the Board. The P.O.W.E.R. Test card shall be issued no later than a date established and advertised as part of the examination announcement.

The following examinations will be conducted by the Board. Attendance at the Written Examination, Physical Ability Test (or proof otherwise as stated above), and Oral Interview is mandatory. Absence from any of these steps shall be considered reason for disqualification. The sequence of testing may vary at the discretion of the Board. Failure to achieve the minimum-passing grade in any phase of the examination disqualifies the applicant from any further participation.

Step	Minimum Passing Score	Weight
Physical Ability Test*		N/A
Written Test**	70%	45%
Initial Oral Interview	75%	55%

* No applicant will be eliminated from further participation based on their failure to successfully complete the initial physical ability test. However, all applicants must successfully pass any test required by the training academy for entrance as a condition of their employment with the Village of Vernon Hills.

** The minimum passing score for a given written examination is subject to change in accordance with the test standards recommended by the testing agency administering the examination.

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.