

# **RULES OF THE BOARD OF FIRE AND POLICE COMMISSIONERS**

## **VILLAGE OF SWANSEA**

### **STATE OF ILLINOIS**



**Approved on September 23, 2025, by the Swansea Board of Fire & Police Commissioners  
Effective Date: October 17, 2025 [Ten (10) calendar days after publication of notice of amendments  
per 65 ILCS 5/10-2.1-5]; publication date: October 7, 2025, on Village website.**

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# **RULES OF THE BOARD OF FIRE & POLICE COMMISSIONERS**

## **VILLAGE OF SWANSEA**

### **STATE OF ILLINOIS**

This version of the Rules of the Board of Fire & Police Commissioners was approved and adopted by a 3 to 0 vote of the Board of Fire & Police Commissioners of the Village of Swansea, Illinois, at a public meeting held on September 23, 2025. The effective date of these Rules is October 17, 2025, which is at least ten (10) calendar days after publication of notice of amendments per 65 ILCS 5/10-2.1-5; Publication date on the Village of Swansea website on October 7, 2025. These Rules have been amended and approved on the following dates: August 22, 2022, and September 23, 2025.

#### **CHAPTER I. ADMINISTRATION**

##### **Section 1-1. SOURCE OF AUTHORITY**

These Rules were approved by the Board of Fire and Police Commissioners of the Village (the “Board” or “Commission” or “Commissioners”) pursuant to its power and authority derived 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," as amended (65 ILCS 5/10-2.1). (the “Board of Fire and Police Commissioners Statute” or the “Act”), as amended, the Fire Department Promotion Act (50 ILCS 742/), as amended, and the applicable state laws governing collective bargaining agreements and the collective bargaining agreements and any related “side letter agreements” entered into by the Village of Swansea (the “Village”) and the members of the bargaining units that represent full-time, sworn police officers. These Rules shall be implemented in compliance with existing laws and consistent with the Regulations of the Equal Employment Opportunity Commission (“EEOC”) and the Illinois Department of Human Rights, and shall prohibit discrimination based on any legally protected status. Any amendments to the Act are automatically incorporated by reference into these Rules and shall supersede the provisions outlined in these Rules. Any provision of these Rules, as amended, that conflicts with the state laws governing collective bargaining agreements or with any provision of any collective bargaining agreements and any related “side letters” currently in effect or that are entered into by the Village with the members of the bargaining units that represent full-time, sworn police officers shall not be enforced. In the event of such a conflict, the state laws governing collective bargaining agreements or the collective bargaining agreement and any related “side letters” shall control.

These Rules apply to the operation, control, and administration of the Board, and apply to original appointments, promotions, and hearings related to members of the Swansea Department of Law Enforcement Services (or the “Police Department”). These Rules shall not be construed to govern the operation of, or the conduct of the members of the Police Department, unless expressly stated herein and approved by ordinance passed by the Corporate Authorities of the Village of Swansea. These Rules are not intended to and shall not be construed as an offer of employment or creating an employment contract. These Rules are subject to change as approved by the Board in accordance with applicable laws. 65 ILCS 5/10-2.1-5.

**Section 1-2. DEFINITIONS**

For these Rules, the following terms shall have the meanings herein ascribed to them:

- A. Act. The Illinois Board of Fire & Police Commissioners Act, 65 ILCS 5/10-2.1
- B. Board or Commission. The Board of Fire & Police Commissioners of the Village of Swansea.
- C. Board of Trustees. The Board of Trustees of the Village of Swansea.
- D. Chief. Police Chief of the Swansea Police Department
- E. Commissioner or Member. A person appointed to the Board.
- F. Corporate Authorities. The Village President and Board of Trustees of the Village.
- G. Department, Police Department. Department of Law Enforcement Services (or Police Department) of the Village, as appropriate.
- H. Member or Officer. Any person holding a permanent, sworn office in the Police Department, except the Police Chief and the Deputy Police Chief.
- I. Register of Eligibles. This document is also referred to as the Eligibility List.
- J. Rules. The Rules of the Board.
- K. Secretary. The Secretary of the Board or a person designated in writing by the Secretary to perform some or all of the administrative and clerical duties of the Secretary.
- L. Village. The Village of Swansea, St. Clair County, Illinois.
- M. Village Code. This document is also referred to as the Swansea Municipal Code of 2024, as amended.
- N. Village Administrator. The Village Administrator of the Village.
- O. Village President. The Village President of the Village, commonly referred to as the Mayor.

The masculine noun or pronoun includes the feminine. The singular includes the plural, and the plural the singular.

**Section 1-3. OFFICERS OF THE BOARD AND THEIR DUTIES**

- A. All members are appointed for three (3) year terms by the Village President with the consent of the Board of Trustees and shall hold office until a successor is appointed and qualified. The Village President shall not make any appointments to the Board within thirty (30) days of the expiration of their term in office. Vacancies on the Board shall be filled in the same manner. The Board shall consist of three (3) members. The Board shall meet at least annually to consider and approve its annual report and annual budget request and to act on any business coming before it. At its first meeting of each new municipal fiscal year, the Board shall elect a Chairperson to serve during that municipal fiscal year. The Village's fiscal year commences May 1 and ends on April 30. The Chairperson shall be the presiding officer at all meetings. 65 ILCS 5/10-2.1-1 and 10-2.1-2.
- B. The Board shall also elect a Secretary from one of the current Board members who will serve until such Secretary is replaced, or may employ a person to serve as Secretary. The Secretary shall keep the minutes of all meetings of the Board in a permanent book and shall be the custodian of all forms, papers, books, records, and completed examinations of the Board. The Chairperson may appoint a temporary Secretary to fulfill the duties of the Secretary on those occasions when the Secretary cannot perform such duties. 65 ILCS 5/10-2.1-20.
- C. Each member of the Board is considered an officer of the Village and shall file an oath and a fidelity bond in the amount required by the Village. The cost of the fidelity bond shall be paid by the Village. No person holding an office with the Village shall be a member of the Board or serve as Secretary. No more than two (2) members of the Board shall belong to the same political party existing in such municipality at the time of such appointments. Party affiliation shall be determined by affidavit of the person appointed to the Board. 65 ILCS 5/10-2.1-3.
- D. Members of the Board shall not be subject to removal, except for cause, upon written charges, and after an opportunity to be heard within thirty (30) days in their defense, before a regular meeting of the Corporate Authorities of the Village. A majority vote of the Corporate Authorities shall be required to remove any member from office. 65 ILCS 5/10-2.1-3.
- E. The Board shall, in accordance with these Rules, appoint all sworn, full-time members and officers of the Police and Fire Departments of the Village except the Chiefs and voluntary, non-salaried, part-time or paid on call personnel. 65 ILCS 5/10-2.1-4.
- F. The Board shall conduct all examinations for entry-level positions and promotions in accordance with these Rules. Disciplinary issues shall proceed through the grievance procedure outlined in the current collective bargaining agreement.
- G. The Board shall have such other powers and duties as are given to it by the Statutes of the State of Illinois or by the Corporate Authorities of the Village by ordinance, provided that the ordinance is consistent with the Act. 65 ILCS 5/10-2.1-5.

**Section 1-4. MEETINGS**

- A. The Board may meet on the call of the Chairperson or any two (2) members, and notice of the date, time, and place of the meeting shall be given to each member at least forty-eight (48) hours before such meeting, unless the meeting qualifies as an emergency meeting under the Illinois Open Meetings Act, as amended. 5 ILCS 120/. Such notice to any member of the Board may be waived, and the presence of all members at any meetings shall be deemed a waiver of the notice of such meeting. The notice of any meeting shall include the agenda of business to be considered or acted upon at such meeting. The business office of the Board is designated at the Swansea Police Department, 1400 North Illinois Street, Swansea, Illinois 62226, and all meetings shall be held at the police department, unless otherwise directed by the Board. 65 ILCS 5/10-2.1-5.
- B. Public notice and the posting of an agenda of all regular and special meetings, whether open or closed to the public, shall be given at least forty-eight (48) hours in advance of the meeting by posting a copy of the notice and agenda at Village Hall, outside the meeting room (if the meeting is held at a place other than Village Hall) and on the Village website. The posting of notice and agenda for emergency meetings at Village Hall and on the website, and delivery of the notice and agenda to the Board members and news media shall be completed as soon as practicable before the meeting. Such notice shall contain the date, time, and place of the meeting. Notice of any regular, special, or emergency meeting shall be given to the public and news media (as requested), and the conduct of Board meetings shall be in accordance with the requirements of the Illinois Open Meetings Act, as amended. 5 ILCS 120/.
- C. During any regular, special, or emergency meeting, a closed session may be held, as allowed by the Open Meetings Act, upon a proper motion made by any single member of the Board and a roll call vote of the members. Close 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 arrange to have an audiotape recording of the closed session and prepare minutes of the closed session. 5 ILCS 120/. At least two (2) Board members must be physically present at the meeting to conduct business, and not more than one (1) member may attend and participate in a meeting via electronic or telephonic means in accordance with the Open Meetings Act and Section 1-21-1 of the Village Code.

**Section 1-5. QUORUM**

Two (2) members of the Board shall constitute a quorum. Board members must be physically present, and only one Board member may attend and participate via electronic or telephonic means. 65 ILCS 5/10-2.1-5.

**Section 1-6. ORDER OF BUSINESS**

The order of business at any meeting shall be:

- (1) reading of the minutes
- (2) public comment
- (3) communications
- (4) unfinished business
- (5) new business
- (6) executive session
- (7) adjournment

Only items listed on the agenda may be acted upon at the meeting. Non-action items can be added to the agenda during a meeting only for purposes of deliberation and discussion, and then may be acted upon at a subsequent meeting if placed on the agenda for that meeting. 5 ILCS 120/; 65 ILCS 5/10-2.1-5.

**Section 1-7. RULES OF ORDER**

When these Rules are silent, the parliamentary procedures prescribed in Robert's "Rules of Order" shall be followed as far as applicable. Motions shall be made and seconded verbally by any member of the Board and shall be recorded in the minutes by the Secretary together with the vote tally on any motions. 65 ILCS 5/10-2.1-5.

**Section 1-8. AMENDMENTS**

Amendments to the Rules of the Board with the concurrence of the three (3) members may be made at any meeting of the Board. All amendments shall be printed for distribution, and notice shall be given of the place or places where said rules may be obtained. Such notice shall be published in a newspaper published in the Village, or if no newspaper is published in the Village, then in a newspaper with a general circulation within the Village. The notice shall specify the date, not less than ten (10) days subsequent to the date of publication, when the Rules shall go into effect. 65 ILCS 5/10-2.1-5.

**Section 1-9. ANNUAL REPORT; ANNUAL BUDGET**

If requested by the Village Administrator, the Board shall submit, before the last day of February in each year, an annual report of its activities and of the Rules in effect and the practical effect thereof to the Village Administrator for transmission to the Village President and Board of Trustees. The Board shall, at the same time, submit to the Village Administrator for transmission to the Village President and Board of Trustees a budget request for the following Village fiscal year. The budget request shall be limited to those amounts necessary for the conduct of the Board's operations. 65 ILCS 5/10-2.1-19 and 5/10-2.1-21.

**CHAPTER II. APPLICATIONS**

**Section 2-1. ELIGIBILITY TO WORK**

A. Applicants must be eligible to work in the United States as a condition of employment and must provide proof thereof upon request. 65 ILCS 5/10-2.1-5.

**Sections 2-2. APPLICATION FORM AND FILING REQUIREMENTS**

- A. Applications for a position shall be filed upon forms authorized by the Board, and applicants must complete the application and comply with the requirements of the application in every respect. At the time of applying, the applicant shall furnish a certified copy of their birth certificate; a certified copy of their high school diploma or its equivalent; a copy of their transcripts of an accredited college or university listed in the United States Department of Education Database of Accredited Postsecondary Institutions and Programs or post-high school study, as applicable; proof of military service and discharge status, including U.S. Government Form DD214, if applicable; and all Village-required waivers and other submittals. 65 ILCS 5/10-2.1-6(a) and 6.3(h).
- B. The application for an entry-level position shall be filed with the Board or with an agency or representative designated by the Board. No application will be accepted until notice of an examination for a position has been given, and applications will be accepted only during the period designated by the Board under Section 3-1 of these Rules. The recipient of the application on behalf of the Board shall note on the application the date and time it was received. Each applicant shall be responsible for advising the Board of any changes in their address or telephone number or in any information disclosed in the application. 65 ILCS 5/10-2.1-5.
- C. Every applicant must be of good moral character, of temperate habits, of sound health, and must be physically able to perform the essential duties of the position. The burden of establishing these facts rests upon the applicant. 65 ILCS 5/10-2.1-5 and 6(j).
- D. A veteran of military service shall furnish with the application a copy of their discharge papers. A false statement made in any certificate which may accompany such application or complicity in any fraud relating to the same shall be regarded as good cause for exclusion or disqualification from the examination. 65 ILCS 5/10-2.1-12.
- E. Every applicant must sign a reimbursement agreement, provided by the Board, regarding reimbursement of police officer training, certification, and equipment costs. 65 ILCS 5/10-2.1-5.
- F. Investigation of Applicant's Background/Waiver. By making an application for a position to the Police Department, each applicant expressly authorizes the Board to conduct a comprehensive investigation into the applicant's history, employment, and character to determine that the applicant would not be disqualified under the requirements of these Rules. All applicants shall execute a form authorizing and empowering the Board and its agents to conduct a background investigation of the applicant. 65 ILCS 5/10- 2.1-5.
- G. Driver's License Requirement. Applicants must have a valid Illinois driver's license at the time of hire or have the ability to attain one within 6 months of hiring. 65 ILCS 5/10-2.1-5.

**Section 2-3. DISQUALIFICATION**

- A. Grounds. The Board shall refuse to examine an applicant or, after examination, to certify them as eligible, or after certification as eligible, refuse to retain the applicant on the Register of Eligibles, or after a conditional offer of appointment/employment is extended and the final physical and medical examinations are conducted and an updated background check is completed, refuse to appoint any applicant:
1. Who is found to be unqualified or lacking in any of the established general requirements, or in any special standards established according to Section 2-8 of these Rules, for an entry-level position stated in these Rules or the Act.
  2. Who is a habitual user of illegal narcotics or drugs or intoxicating substances or matter which is detrimental to the health of an individual, a drunkard, or a gambler. 65 ILCS 5/10-2.1-6.
  3. Who is found to be a current user of narcotics, Cannabis Sativa or other dangerous drugs, as defined in 720 ILCS 570/100 *et seq.*, not legally prescribed to the applicant by a licensed physician, including having taken an illegal drug identified as a Schedule I, II or III controlled substance in the Illinois Compiled Statutes, 570/100 *et seq.*, and not legally prescribed by a licensed physician within the last ten (10) years.
  4. Who is found to have sold an illegal drug identified as a Schedule I, II, or III controlled substance in the Illinois Compiled Statutes, 570/100 *et seq.*
  5. Who is found to be currently addicted to the habitual use of intoxicating beverages.
  6. Who has been convicted of a felony, a crime of moral turpitude, or any misdemeanor specifically listed in Section 10-2.1-6 of the Act, 65 ILCS 5/10-2.1-6, as amended.
  7. Who has been dismissed from any public service for good cause.
  8. Who is found to have been discharged dishonorably or discharged under circumstances other than honorable (e.g., "other than honorable" discharge or bad conduct discharge) from military service.
  9. Who, in the judgment of the Board, has practiced or has attempted to practice any dishonesty, deception or fraud in the application, examination, or other submissions to or dealings with the Board, any of the Departments of the Village, or the Village, including knowingly divulging or receiving test questions or answers before a written examination, or otherwise knowingly violating or subverting any of these Rules or requirements of the Act.
  10. Who is found to have omitted material information in their application, supporting documents, or other submissions to the Board, the Department, or the Village.

11. Whose character or employment references are unsatisfactory, or who has an unsatisfactory background check in the judgment of the Board.
12. Who is found to have a consistent pattern of financial irresponsibility, creating a reasonable doubt as to the applicant's ethics, stability, trustworthiness, honesty, or moral character.
13. Who is found to have a work record that reveals excessive absences, repeated unexcused tardiness, unremediated misconduct, work performance problems, verified harassment of fellow employees, or any pattern of inability to maintain employment.
14. Who is found to be physically, mentally, or medically unable to perform the essential core duties of the position for which they seek appointment, as outlined in the notice of position availability, as determined by and in the opinion of a licensed medical physician.
15. Who is found to have any physical, mental, or medical condition or disorder that would create a safety risk to the applicant or any Village employee or the general public, as determined by and in the opinion of a licensed medical physician, if hired for the position for which they seek appointment, as outlined in the notice of position availability. This criterion applies only after a conditional offer of appointment/employment is extended and the final physical and medical examinations are conducted.
16. Who is found to have a conviction for a misdemeanor crime of domestic violence, or for any other reason, has lost, forfeited, or been deprived of the lawful capacity to possess firearms or ammunition.
17. Who is found to have not completed the background examination or any portion thereof, who has made admissions during the polygraph examination of criminal conduct or such other conduct that would otherwise disqualify the applicant, or who has attempted to influence the results of the polygraph examination in any manner.
18. Who has applied for a position in the Police Department and is or has been classified by a Selective Service Draft Board as a conscientious objector.
19. Who, for a position in the Police Department, does not meet the applicable standards outlined in Subsection 2-8 or 2-9 of these Rules.
20. Who has failed to abide by the rules and procedures governing any aspect of the application process.
21. Who does not have a valid automobile driver's license.
22. Who does not meet the minimum age requirement as required by these Rules.
23. Who has failed to fulfill any of the requirements for applicants which are outlined in the Act, other applicable State laws, Village ordinances and

resolutions, Department General Orders, Village policies, including the Village Personnel Policy & Procedures Manual, and other personnel policies, and these Rules, including failing to fully complete and submit all application and/or examination materials, or is otherwise found by the Board to be ineligible for employment by the Village as a full-time police officer.

24. The Board, after input from the Village's HR Director or Police Chief, finds that hiring the applicant would violate the Village's No-Nepotism Policy outlined in the Village Personnel Policy & Procedures Manual by immediately creating a supervisor / subordinate relationship which creates or may lead to conflict or appearance of a conflict of employment, the appearance of favoritism, overt or implicit undue influence on Department personnel decision-making, assertions of bias and lack of objectivity, and integrity challenges regarding performance reviews, discipline and internal investigations. If the Board determines that hiring an applicant would violate the Village's No-Nepotism Policy, the applicant shall remain on the Final Eligibility List or the Preferred List or the Lateral Entry Eligibility List (as those Lists are defined below) until the expiration of the List and may be considered for appointment to fill a future vacancy in the entry-level rank from one of the unexpired Lists if the circumstances causing the violation of the No-Nepotism Policy no longer exist. 65 ILCS 5/10-2.1-5 and 5/10-2.1-6.

- B. Notification; Hearing. Whenever the Police Chief makes a preliminary finding that an applicant is disqualified under Subsection A of this Section, the Chief shall notify the applicant and the Board of that finding by a letter stating the reasons for the finding. The applicant then, within five (5) days after the date of such notice, may request an opportunity to be heard by the Board. The Board shall set a hearing as soon as practicable after receiving such a request. At the hearing, the applicant shall have an opportunity to explain the facts relating to the reasons given by the Chief for the finding of disqualification. After the hearing, the Board shall confirm or vacate the preliminary finding of disqualification and shall notify the applicant of its determination. If the applicant makes no written request for a hearing, the Chief's preliminary finding of disqualification shall be deemed confirmed, and a final decision of the Board will be made five (5) days after the date of notice. No applicant shall be precluded from continuing in the application and testing process so long as their right to review under this Subsection has not been exhausted by either the passage of time or a decision of the Board. 65 ILCS 5/10-2.1-6.

#### **Section 2-4. INCOMPLETE APPLICATIONS**

Applicants who submit incomplete applications shall be disqualified from participating in the hiring process, unless the applicant submits an updated, complete application or submits the missing portions of the application before the application deadline, or any extended application deadline set by the Board, in its sole discretion. The Board and the Village staff are not obligated to notify an applicant of an incomplete application. The Board is not obligated to extend an application deadline. 65 ILCS 5/10-2.1-5.

**Section 2-5. PHYSICAL AND MEDICAL EXAMINATIONS**

Applicants for original appointment shall be required to submit to a physical and medical examination by a licensed physician appointed by the Board. These examinations are conducted only after a conditional offer of employment has been extended to a candidate. 65 ILCS 5/10-2.1-6 and 5/10-2.1-14.

**Section 2-6. PHYSICAL REQUIREMENTS**

Applicants for the position of Patrol Officer must meet valid standards of health and physical aptitude. Applicants must have at least 20/100 binocular vision without glasses, correctable to 20/20 with glasses. 65 ILCS 5/10-2.1-6.

**Section 2-7. AGE REQUIREMENTS**

- A. Minimum Age for Police Department. At the time of applying for any position in the Police Department, an individual must have passed their twenty-first (21st) birthday. No person shall be appointed and sworn as a member of the Police Department until he or she has reached twenty-one (21) years of age. 65 ILCS 5/10-2.1-6.
- B. Maximum Age for Entry Level Positions. At the time of applying for any entry-level position in the Police Department, an applicant for appointment must be less than 35 years old, except as provided in Subsection C below. 65 ILCS 5/10-2.1-6.
- C. Exceptions to the Maximum Age Standard. The maximum age limitation in Subsections A and B above does not apply to any person previously employed as a police officer in a regularly constituted police force of any municipality, regardless of whether the municipality is located in Illinois or another state. Or to any person who has served as an auxiliary police officer under 65 ILCS 5/3.1-30-20 for at least five (5) years and is under forty (40) years of age, or to any person who has served as a deputy under Section 3-6008 of the Counties Code and otherwise meets necessary training requirements, or to any person who has served as a sworn officer as a member of the Illinois Department of State Police. 65 ILCS 5/10-2.1-6.

**Section 2-8. SPECIAL REQUIREMENTS AND QUALIFICATIONS**

- A. Special Standards. The Board may set, at the time that it calls an examination, particular standards for eligibility for an entry-level position or for promotion positions for which applications are sought if the Board determines that such a position requires special qualifications. The Board may also require evidence from each applicant establishing that the applicant meets those particular standards. 65 ILCS 5/10-2.1-5.
  - i. Eligibility for Hire – Police Officers. Each police officer candidate shall complete the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act, 50 ILCS 705/ as amended, and shall successfully pass all required instruction and certifications administered by a police academy that is certified by the Illinois Law Enforcement Training and Standards Board, as part of the hiring process after a conditional offer of employment is extended to the candidate, subject to the waiver process under Section 5-4(D) of these Rules, to be hired or to continue to be employed by the Department.

- ii. Eligibility for Hire – Generally. All applicants at the time of hire must be able to demonstrate that they meet the eligibility requirements to be employed by the Village as a full-time police officer and shall not be ineligible to be hired based on a failure to meet, comply with or conform to any of these Rules, or any Department General Orders or any adopted Village policies or the Village Personnel Policy & Procedures Manual. As used above, the phrase “at the time of hire” means once the applicant is ready for final appointment to an entry-level position upon completion of the physical and medical examinations and the updated background check, which are conducted after a written conditional offer of appointment/employment is provided to the applicant.
- B. Fingerprinting. All applicants shall be fingerprinted. 65 ILCS 5/10-2.1-6.1.
- C. Tattoos. While on duty or representing the department in any official capacity, every reasonable effort should be made to conceal offensive tattoos or other body art. At no time while on duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos would include, but are not limited to, those which depict racial, sexual, discriminatory, gang-related, or obscene language. Swansea Police Department Policy 1022.3.
- D. Reimbursement Agreement of Training, Certification, and Equipment Costs. All police applicants shall execute and deliver to the Secretary, or their designee, a reimbursement agreement regarding reimbursement of police officer training, certification, and equipment costs as part of the application. The form of the agreement shall be approved by the Board Attorney. 65 ILCS 5/10-2.1-5.

**Section 2-9. EDUCATION REQUIREMENTS**

- A. Police Department Education. No person shall be eligible to apply for a full-time, sworn position in the Police Department unless that person has been awarded (a) a high school diploma or has an equivalent high school education and (b) a associate’s degree from an accredited college or university or (c) completed and received a passing grade in at least sixty (60) hours of college level course work from an accredited college or university listed in the United States Department of Education Database of Accredited Postsecondary Institutions and Programs.

Applicants shall provide a certified copy of any required certificate or degree, or school transcript, with a completed application form to the Village. 65 ILCS 5/10-2.1-6.

**Section 2-10. RELEASE OF LIABILITY**

- A. All applicants shall execute and deliver, upon forms furnished by the Board, a release in favor of the Board and the Village, as well as each of their officers, agents and employees, relative to all liability, loss, damage or expense that may arise as a result of or in connection with the applicant's participation in any phase of the testing process. The release will be in the form prescribed by the BPC Attorney. 65 ILCS 5/10-2.1-5.

**Section 2-11. ATTENDANCE AT AND ADMISSION TO EXAMINATION**

- A. All applicants who have not been disqualified by the Board shall present themselves for examination.
- B. No person shall knowingly be admitted to an examination who does not meet the minimum qualifications for the position sought. The fact that a person is admitted to any examination shall not be considered as evidence that they are qualified or eligible for said position. 65 ILCS 5/10-2.1-5. Section 2-12.

**Section 2-12. DISCLAIMER OF APPLICANT INTEREST**

Neither the filing of an application, nor the acceptance of an application, nor an applicant's satisfaction of the general or special qualifications for filing an application or being admitted to an examination, nor the provisions of Subsection 2-3(B) of this Chapter, nor anything else in these Rules shall be construed as creating any vested, property, or other right or interest in any person to apply for, be examined for, or be appointed to any position in either Department. 65 ILCS 5/10-2.1-5.

**CHAPTER III. CALLS FOR EXAMINATIONS**

**Section 3-1. NOTICE OF EXAMINATIONS**

- A. The Board, from time to time and at the request of the Village Administrator, shall call examinations to establish and maintain Registers of Eligibles for entry-level and promotional ranks in the Departments. A call for such examinations shall be entered in the minutes of the Board and shall include the following information: the time and place where such examinations will be held; that applications will be received until seven (7) days before the beginning of the examination; the rank or ranks to be filled from the resulting Register of Eligibles; and any special eligibility requirements or standards established under Section 2-8 of these Rules. 65 ILCS 5/10 2.1-13.
- B. Examinations shall be held at times and places, and on dates fixed by the Board. Notice shall be given by publication at least two (2) weeks preceding the examination through department social media accounts and the Village website, and in addition, in any other manner required by applicable Village ordinances, rules, or regulations, except that notice of examinations for promotional ranks may be waived in writing by all members of the Department. Examinations may be postponed by order of the Board, which order shall state the reason for such postponement and shall designate a new date for said examination. Applicants shall be notified of the postponement of any examination and of the new date fixed for said examination. 65 ILCS 5/10 2.1-13.

**Section 3-2. TYPE OF EXAMINATIONS**

- A. The elements of an examination shall be practical and shall fairly test the capacity of applicants to discharge the duties of the position to which the applicants seek appointment. No examination shall contain questions regarding the applicants' political or religious opinions or affiliations, and no consideration shall be given to such matters under any

circumstances.

- B. The following examinations shall be required as part of the application process or after a conditional offer of employment is extended, as directed by the Board or the Village Administration (65 ILCS 5/10-2.1-5 and 6):
- a. Polygraph Examination (Pre-Offer of Employment): Applicants shall, when required, submit to a polygraph examination. The examination shall be conducted by a testing service licensed by the State of Illinois and selected by the Board or the Village Administration staff.
  - b. Background Investigation (Pre-Offer of Employment): Applicants shall submit to fingerprinting and shall provide signed waivers for access to such records as may be required by the Board or the Village Administration staff to conduct a comprehensive background investigation.
  - c. Psychological Examination (Post-Offer of Employment): Applicants shall, when required, present themselves for psychological examinations from a qualified and recognized examiner selected by the Board. These examinations are given to determine a candidate's psychological ability to properly discharge the duties and essential functions of the position for which the applicant seeks employment.
  - d. Medical Examination (Post-Offer of Employment): An applicant, on notification of an offer of employment, shall present himself for a medical examination by a licensed physician or medical group designated by the Board or the Village Administration staff. The purpose of the medical examination shall be to determine the candidate's physical ability to perform the duties and essential functions of the position for which the applicant seeks employment.

### **Section 3-3. THIRD PARTY TESTING**

The Board may, at its discretion, select a third-party testing service to conduct any part of the required testing. Before conducting any such examinations, the testing firm may present itself to the Board to satisfy the Board of its competency to conduct those examinations. If a firm is selected to conduct more than one phase of the testing process, examinations may be scheduled at the convenience of the applicant and the testing firm on an individual basis, rather than scheduling one (1) examination for all applicants at a given time. 65 ILCS 5/10-2.1-5.

Once testing is completed through a testing firm, either the applicant or the testing firm will present to the Board documentation that the required testing has been successfully completed. 65 ILCS 5/10-2.1-5.

## **CHAPTER IV. ELIGIBILITY LISTS AND REGISTER OF ELIGIBLES**

### **Section 4-1. ESTABLISHMENT OF REGISTER OF ELIGIBLES**

- A. Register of Eligibles. The Secretary shall establish and maintain a Register of Eligibles for each rank within each Department, except for the positions of Police Chief and

Deputy Police Chief. A Register of Eligibles shall rank all applicants who have passed all examinations for the stated rank in order of their relative excellence as determined by examination, merit, and preference, but without reference to priority of time of examination. In the event of tie scores, priority in time of filing applications shall determine ranking. 65 ILCS 5/10-2.1-14.

- B. Police Department. Applicants who have been awarded a certificate attesting to their successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act, 50 ILCS 705/, as amended, may be given preference in appointment over non-certified applicants in the discretion of the Board on an applicant-by-applicant basis. 65 ILCS 5/10-2.1-14. See also, Section 4-6 (List of Certified, Sworn Officer Preferred Eligibles (Preferred List)) below.

#### **Section 4-2. INITIAL ELIGIBILITY LIST**

- A. Entry-Level Positions. Within sixty (60) days after all applicants for the entry level rank, who are placed in a single band on the written examination, have completed all applicable elements of an examination, the Secretary shall prepare and post an Initial Eligibility List of the applicants who passed all of those elements, ranking those applicants in order of their relative excellence. 65 ILCS 5/10-2.1-14.
- B. Promotional Positions. Within sixty (60) days after all applicants for a promotional rank have completed all applicable elements of an examination, the Secretary shall prepare and post an Initial Eligibility List of the applicants who passed all of those elements, ranking those applicants in order of their relative excellence. 65 ILCS 5/10-2.1-14.
- C. The Initial Eligibility. The List is subject to change with the addition of the five (5) preference points as prescribed in 65 ILCS 5/10-2.1-8 and 5/10-2.1-9. See Section 2-9 (Education Requirements) above and Section 4-3 (Preference Claims) below. A dated copy of the Initial Eligibility List shall be sent to each person listed thereon. In accordance with Section 4-3 below, candidates who are eligible for preference points shall claim in writing with proof thereof within ten (10) days after the date of the Initial Eligibility List, or such claim shall be deemed waived. 65 ILCS 5/10-2.1-8 through 5/10-2.1-14.

#### **Section 4-3. PREFERENCE CLAIMS**

- A. Qualification. An applicant for an entry-level position may receive preference points if that applicant qualifies for those points under this Section. Not more than a total of five (5) preference points may be awarded to any entry-level applicant for either military preference points or education preference points, provided that a proper and valid claim for a preference has been made and only if the standards for such preferences have been met under the Act and these Rules. 65 ILCS 5/10-2.1-8 through 5/10-2.1-14.
- B. Available Preference Claims—Entry Level. Preference points may be awarded for military service, education, and certain law enforcement experience as provided in Sections 10-2.1-8 and 10-2.1-9, and 10-2.1-6.3 (as applicable) of the Act, as amended, subject to these Rules. 65 ILCS 5/10-2.1-5, 8, 9, 6.3 and 12.

- C. Available Preference Claims—Promotional. Preference points may be awarded for military service in the amount of 7/10s of one point for each six (6) months or fraction thereof of military or naval service not exceeding thirty (30) months, as provided in the Act, as amended. No person shall receive a preference for a promotional appointment after that person has received one promotion, during their employment by the Departments, from a Register of Eligibles on which he or she was allowed such preference. 65 ILCS 5/10-2.1-10, 5/10-2.1-11 and 5/10-2.1-12.
- D. Time and Method of Claiming Preference—Military Service, Education, or Experience. Within ten (10) days after the posting of an Initial Eligibility List, each applicant on that list who may claim preference points for military service, education, or experience shall submit their claim for that preference in writing to the Board. Claims not made within said period shall be deemed waived. The applicant, at the time of submitting a claim for a preference, must submit evidence of qualification for that preference. 65 ILCS 5/10-2.1-8 through 5/10-2.1-12.

**Section 4-4. ADJUSTED RANKING**

- A. Re-Ranking: Conditional Register of Eligibles. After preference additions have been completed, the Secretary shall re-rank the applicants on each Initial Eligibility List according to their scores. Each candidate's order of eligibility as determined thereupon shall be the basis for placement of such candidates on the Register of Eligibles. 65 ILCS 5/10-2.1-8 through 5/10-2.1-12 and 5/10-2.1-14.
- B. Conditional Nature of Adjusted Rankings. The rankings of the applicants placed on the conditional Register of Eligibles are subject to change based on the performance of the applicants on the final elements of the examination at the time that they are administered. Any applicant's position on the conditional Register of Eligibles may be different from that applicant's position on the final Register of Eligibles, including, among other consequences, the possibility that an applicant may be removed from the Register of Eligibles if they do not successfully complete any examination element. 65 ILCS 5/10-2.1-5, 5/10-2.1-8 through 5/10 2.1 12 and 5/10 2.1-14.

**Section 4-5. FINAL REGISTER OF ELIGIBLES**

After all examination elements are administered and a final order of eligibility is established, the Secretary shall integrate the Initial Eligibility List (or "Conditional Register of Eligibles") into the final Register of Eligibles for the position for which the examinations were called in such a manner that all applicants are ranked on that Register of Eligibles in the order of their relative excellence as determined by performance on all elements of examination and allowable preference points, but without reference to priority of time of examination. After the transfer of the names of all applicants on an Initial Eligibility List to the final Register of Eligibles as herein required, the Initial Eligibility List shall be abolished and shall be of no further force or effect. A dated copy of the Final Eligibility List shall be mailed via US Mail service by the Board to each person appearing thereon at their last known address. This copy shall include the date of expiration of the list. 65 ILCS 5/10-2.1-14.

**Section 4-6. LIST OF CERTIFIED, SWORN OFFICER PREFERRED ELIGIBLES (PREFERRED LIST); LATERAL ENTRY ELIGIBILITY LIST.**

If there are qualified candidates, the Board may prepare and keep a second list or a register of persons (i.e., the Preferred List or the Lateral Entry Eligibility List) or may otherwise designate such candidates (e.g., use of an asterisk) who have either previously been full-time sworn officers of a regular police department in any municipal, county, university or State law enforcement agency, provided they are certified by the Illinois Law Enforcement Training Standards Board and have been with their respective law enforcement agency within the State for at least one (2) years [See Chapter 5.8 (Lateral Hire Process for Entry Level Police Officers) below] or who have been awarded a certificate attesting to their successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act. The Board may give preference to candidates who have been awarded a certificate attesting to their successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act, in appointment over noncertified candidates who are listed on the Final Eligibility List. The candidates on the Preferred List or the Lateral Entry Eligibility List shall be ranked in the order of their relative excellence as determined by the Board. Any person appointed to the Police Department from this Preferred List or the Lateral Entry Eligibility List shall be a probationary, entry-level police officer, subject to all of the probationary regulations and probationary period outlined in these Rules, the Village Code, and the Village Personnel Manual. 65 ILCS 5/10-2.1-5, 5/10-2.1-8, 5/10-2.1-9 and 5/10-2.1-14.

**Section 4-7. REMOVAL OF NAMES FROM REGISTER OF ELIGIBLES**

- A. Entry-Level Registers. The Secretary shall strike from either the Conditional Register of Eligibles or the Final Register of Eligibles for an entry-level rank the name of:
1. Any applicant who requests in writing to be removed or may be disqualified according to any provision of these Rules.
  2. Any applicant who has been on the Register of Eligibles for more than two (2) years after the initial posting of such Register, regardless of when all examination elements have been administered, and regardless of whether that Register of Eligibles has been integrated with new applicants.
  3. Any applicant who ceases to meet the qualifications for the rank to be filled from that Register of Eligibles.
  4. Any applicant who does not, or cannot, accept the position within seven (7) days after receiving notice of their appointment (conditional offer of employment), except as otherwise provided in Subsection 5-3(B) of these Rules. If the seventh day is a Saturday or Sunday or a federal or State of Illinois holiday, then the seventh day shall be extended to the next day thereafter that is not a Saturday, Sunday, or a federal or State of Illinois holiday. If, within thirty (30) days thereafter, the candidate so removed furnishes to the Board good and sufficient reason for their failure to accept their appointment, the Board may, at its discretion, restore the applicant to their former position on the Eligibility List, subject to any appointments made in the interim.

- B. Promotional Registers. The Secretary shall strike from either the Conditional Register of Eligibles or the Final Register of Eligibles for a promotional rank the name of:
1. Any applicant who requests in writing to be removed or may be disqualified according to any provision of these Rules.
  2. Any applicant who has been on that Register of Eligibles for more than three (3) years, provided there is no vacancy existing before the expiration of that three-year period that can be filled from that Register of Eligibles, 65 ILCS 5/10 2.1-15.
  3. Any applicant who ceases to meet the qualifications for the rank to be filled from that Register of Eligibles.
  4. Any applicant who does not, or cannot, accept the position within seven (7) days after receiving notice of their appointment. If the seventh day is a Saturday or Sunday, or a federal or State of Illinois holiday, then the seventh day shall be the next day thereafter that is not a Saturday, Sunday, or a federal or State of Illinois holiday.

## **CHAPTER V. ENTRY-LEVEL EXAMINATIONS AND APPOINTMENTS**

### **Section 5-1. EXAMINATIONS FOR ENTRY LEVEL POSITIONS**

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

<u>Examination Element</u>	<u>Minimum Passing Grade</u>
1. Orientation (if offered):	Pass
2. Physical Agility Test:	Pass
3. State Police Officer Professional Conduct Database Check*	Pass
4. Assessment Center**:	Pass
5. Written Examination (Maximum 60 Points):	
a. Preliminary Examination (60% of Written Score)	70%
b. Secondary Examination (40% of Written Score)	70%
6. Preliminary Character and Background Investigation [banding occurs at this point]	Pass
7. Oral Examination (Maximum 40 Points)	70%
8. Detailed Character and Background Investigation:	Pass
9. Polygraph Examination:	Pass
<b>To Be Completed After Initial Offers Extended:</b>	
10. Psychological Examination:	Pass
11. Medical Examination:	Pass
Maximum Total Points for Written and Oral Examinations:	100

\* Per Illinois Police Training Act (50 ILCS 705/).

\*\*An Assessment Center process may or may not be used as part of any hiring process conducted by the Board or the Village Administrative staff, in their sole discretion.

The failure to achieve the minimum passing grade in any examination element shall disqualify the applicant from any further participation. 65 ILCS 5/10-2.1-5, 5/10-2.1-6 and 5/10-2.1-12.

**Section 5-2. ELEMENT DESCRIPTIONS AND PROCEDURES; DEFERRAL.**

- A. Element One – Orientation. If offered by the Board, all applicants for an entry-level position shall attend an orientation scheduled by the Police Chief and conducted by persons designated by the Board. Failure to attend the orientation shall constitute failure of this examination element. 65 ILCS 5/10-2.1-5.
- B. Element Two – Physical Agility Test. All applicants for an entry-level position who have successfully passed all prior elements of the examination shall submit themselves for a physical agility test to be conducted and graded by persons determined by the Board. For current validation and job-related physical aptitude test standards relating to Swansea Police, consult the requirements of the Illinois Police Training Board. 65 ILCS 5/10-2.1-5 and 10-2.1-6.
- C. Element Three – Assessment Center. Each applicant for an entry-level position who has successfully passed all prior elements of the examination shall submit themselves to an Assessment Center process, if utilized by the Board or the Village Administrative staff, in their sole discretion, to be conducted by a qualified examiner selected by the Board. Said assessment process shall be applied to all applicants with the same examiner. Each applicant shall be examined to determine whether they possess the judgment, composure, self-confidence, leadership, and other personality traits necessary or desirable for the position for which they are applying. The examiner shall prepare and submit a report of the examination to the Board for its evaluation. 65 ILCS 5/10-2.1-5 and 10-2.1-6.
- D. Element Four – Written Examination. All applicants for an entry-level position who have successfully passed all prior elements of the examination shall submit themselves for a written examination. 65 ILCS 5/10-2.1-5 and 5/10-2.1-6.
  1. Procedure. The written examination for an entry-level position shall be conducted and graded by two or more commissioners or by a testing agency or service designated by the Board. The examination scores shall be banded by the Board or its designee.
  2. Finality. All examination papers are the property of the Board, and any entity assisting the Board with the examination, and the grading thereof by the Board, or any entity assisting the Board, shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description.
- E. Element Five – Preliminary Character and Background Check. The Police Department shall conduct a preliminary character and background investigation of each applicant for an entry-level position who has successfully passed all

prior elements of the examination. The investigation may review, for each applicant, the applicant's employment history, references, educational background, credit history, litigation history, military record, driving record, neighborhood canvass, and such other data and information pertinent to a proper review and analysis of the applicants. The investigation will also include a review of available data and information related to the applicant's compliance with the general qualifications and criteria for an entry-level position set out in these Rules. All candidates shall furnish to the Board a certified copy of their birth certificate and, when required, a certified copy of their Armed Service record and Honorable Discharge. 65 ILCS 5/10-2.1-5, 10-2.1-6, 10-2.1-6.1, 10-2.1-6.2 and 10-2.1-12.. The check may be re-administered at any time after an Initial Eligibility List or a Register of Eligibles is posted if the Board determines that passage of time or other circumstances warrant such re-administration. 65 ILCS 5/10-2.1-5 and 10-2.1-6.

- F. Element Six – Oral Examination. All applicants for an entry-level position who have successfully passed all prior elements of the examination shall submit themselves for an oral examination. 65 ILCS 5/10-2.1-5 and 10-2.1-6.
1. Procedure. The oral examination of each applicant shall be conducted by two or more commissioners and, upon request of the Board, by the appropriate Chief and/or Deputy Chief, and, if desired by the Board, an examination facilitator or other interviewers. Each applicant shall be allowed to take the oral examination. At the end of the examination of each applicant, the examiners may discuss the merits of that applicant. Each examiner shall individually grade the applicant. The applicant's final grade, which shall be computed only after the examination has been administered to all applicants, shall be the average of all of the examiners' grades.
  2. Subjects of Oral Examination Applicants may be asked questions that will enable the examiners to properly evaluate and grade them on maturity, communication skills, judgment, leadership ability, managerial ability, appearance, demeanor, emotional stability, self-confidence, friendliness, interest in the position, personal fitness for the position, and such other matters as are pertinent to the proper review and analysis of an applicant. Each applicant for a particular examination shall be asked questions in similar areas of inquiry so that the examiners can satisfactorily compare the merits of the applicants.
- G. Element Seven – Detailed Character and Background Check. The Police Department shall conduct a detailed character and background investigation of each applicant for an entry-level position who has successfully passed all prior elements of the examination. The investigation may review, for each applicant, the applicant's employment history, references, educational background, credit history, litigation history, military record, driving record, neighborhood canvass, and such other data and information pertinent to a proper review and analysis of the applicants. The investigation will also include a review of available data and information related to the applicant's compliance with the general qualifications and criteria for an entry-level position set out in these Rules. All candidates shall furnish to the Board a certified copy of their birth certificate and, when required, a certified copy of their Armed Service record

and Honorable Discharge. 65 ILCS 5/10-2.1-5, 10-2.1-6, 10-2.1-6.1, 10-2.1-6.2

and 10-2.1-12. The check may be re-administered at any time after an Initial Eligibility List or a Register of Eligibles is posted if the Board determines that passage of time or other circumstances warrant such re-administration. 65 ILCS 5/10-2.1-5 and 10-2.1-6.

- H. Element Eight – Polygraph Examination. When directed by the Board, each applicant for an entry-level position who has successfully passed all prior elements of the examination shall submit to a polygraph examination, commonly known as a lie detector test, at such time and place as the Board may designate. The polygraph examination may consist of an application, pre-test interview, polygraph test, and a post-test interview. An applicant shall be considered to have achieved an adverse result on the polygraph examination if the Board finds the applicant has been deceptive by (1) admitting in a pre-test interview wrongdoing that was not admitted in the applicant's application or in the course of the applicant's oral test before the Board, or (2) admitting wrongdoing during the polygraph examination that was not admitted in a pre-test interview, or (3) answering questions during the polygraph test in a manner which the Board determines to be indicative of deception. Results of the polygraph examination shall be submitted to the Board for its evaluation. No candidate shall be disqualified solely based on an unsatisfactory result of the uncorroborated polygraph test. An unsatisfactory result on the polygraph examination may subject the applicant to disqualification or to additional testing, at the discretion of the Board, including but not limited to an additional background and character check, an additional oral test, an additional polygraph test, or any combination of these tests. 65 ILCS 5/10-2.1-5 and 10-2.1-6.
- I. Element Nine – Psychological Examination. When directed by the Board, each applicant for an entry-level position who has successfully passed all prior elements of the examination shall submit to a psychological examination to be given by a qualified examiner selected by the Board. The examination shall be designed and administered solely to determine an applicant's suitability and fitness for the position for which they are applying. The examiner shall prepare and submit a report of the examination to the Board for its evaluation. The Board shall determine, based on such report, whether the applicant passed the examination, whether additional psychological examination is necessary, or whether the applicant failed the examination. 65 ILCS 5/10-2.1-5 and 10-2.1-6.
- J. Element Ten – Medical Examination. When directed by the Board, each applicant for an entry-level position who has successfully passed all prior elements of the examination shall submit to a medical examination, including, without limitation, a vision test and drug screening, by a licensed physician designated by the Board. The examination shall be designed and administered to determine fitness for, and physical ability to perform, all of the duties of the position sought. A positive result on a confirmatory drug screening examination shall be a sufficient basis for a determination by the Board that an applicant has failed the medical examination. At any point in the examination process, an applicant may be requested to submit evidence of vision sufficient to meet the standards of the Department to which they are applying or to submit to a vision examination to determine if their vision meets such standards. Each applicant shall be responsible

for advising the Board of any changes in their physical condition after the medical examination. The Board may, at its discretion, require an applicant to submit to a follow-up medical examination before appointment to a position. 65 ILCS 5/10-2.1-5 and 10-2.1-6.

K. Deferral of Various Examination Elements.

1. Deferral Based on Existence of Vacancies. All examination elements after administration of the final oral examination may be deferred by the Board for all applicants until the Board receives notice from the Police Chief that a vacancy exists in the entry-level rank. In the event of such deferral, all applicants who have successfully completed all examination elements that have been administered shall be ranked on the Initial Eligibility Lists and shall be integrated into the Register of Eligibles, subject to the condition that they successfully complete each deferred element of the examination at such time as it is administered. When the Board receives notice of a vacancy from the Police Chief, the Board shall administer the deferred examination elements to the same number of the highest ranking applicants who still qualify to remain on the Register of Eligibles and who have not been so previously examined as there are vacancies to be filled and such additional number of the next highest ranking applicants as the Board thereafter shall determine, either before or after receiving the results of the examination of the highest ranking applicants. 65 ILCS 5/10-2.1-5.

**Section 5-3. ENTRY-LEVEL APPOINTMENTS**

- A. Basis of Appointment: Conditional Offer of Employment. All offers of employment/appointment (i.e., appointments to fill a vacancy) shall be made from the Final Eligibility List or the Preferred List or the Lateral Entry Eligibility List for Entry-Level Police Officers (“Lateral Entry Eligibility List”), as applicable. A vacancy in the entry-level positions of the Police Department shall not exist unless and until the Village Administrator issues a written notice informing the Board that a vacancy exists and directing the Board to take action to select a candidate to fill the vacancy. Upon receipt of the written notice and direction from the Village Administrator, the Board, in its discretion, shall select the top candidate then standing highest on the Final Eligibility List or the Preferred List or the Lateral Entry Eligibility List, as applicable; provided that, at the time of such offer of employment/appointment, the candidate must be mentally and physically able to perform the essential functions of the position. Before making a final offer of employment/appointment to a candidate, the Board shall make a conditional offer of employment/appointment, conditioned on the candidate’s successful completion of the additional examinations required by these Rules. 65 ILCS 5/10-2.1-15, 5/10-2.1-5, 5/10-2.1-8, 5/10-2.1-9 and 5/10-2.1-14. Appointments to entry-level positions for which Registers of Eligibles have been established shall be made following the Act and these Rules. 65 ILCS 5/10 2.
- B. Acceptance or Waiver of Appointment. An applicant must accept in writing any appointment within the time set by the Board at the time the offer of employment /appointment is made. However, an applicant, within seven (7) calendar days after receiving notice of a conditional offer of employment/appointment under

Subsection A of this Section, may request a waiver of the right to appointment in writing, signed by the applicant. If the seventh day is a Saturday or Sunday, or a federal or State of Illinois holiday, then the seventh day shall be the next day thereafter that is not a Saturday, Sunday, or a federal or State of Illinois holiday. Such waiver request shall include a statement of the reasons therefor and a request that the Board retain the applicant's name on the Register of Eligibles. The Board shall review such statement of reasons and determine whether to approve such waiver. If such a waiver is approved, then the Board shall retain the name of the applicant on the Register of Eligibles or the Preferred List or the Lateral Entry Eligibility List, but shall fill the vacancy according to the procedures of Subsection A of this Section as if the name of the applicant had been stricken. If such a waiver is not approved, then the Board shall strike the applicant's name from the Register of Eligibles or the Preferred List, or the Lateral Entry Eligibility List under Section 4-6 of these Rules and shall fill the vacancy pursuant to Subsection A of this Section. The Board may approve no more than one waiver for an applicant. 65 ILCS 5/10-2.1-4, 5/10-2.1-5, 5/10-2.1-6 and 5/10-2.1-14.

- C. Certificate of Appointment. After, and only if, the applicant has completed all examination elements as provided in Subsection A of this Section, the applicant shall receive a Certificate of Appointment signed by the Chairperson and Secretary of the Board signifying appointment to an entry-level position in either Department. 65 ILCS 5/10-2.1-4.

#### **Section 5-4. PROBATION**

- A. Police Department Appointee Probation. Each person appointed to the entry-level rank in the Police Department, including any candidates hired from the Preferred List or the Lateral Entry Eligibility List, shall be on probation for a period of eighteen (18) months after the date of appointment (if no certification is required) or the date of certification upon a successful completion of a training course approved by the Police Chief at an academy approved by the Police Chief and for any extension of time as provided in Subsection E of this Section. If the original appointee had been previously employed for at least one (1) year in a regularly constituted Police Department of another municipality in the State of Illinois in the capacity of police officer with references satisfactory to the Board, then their probation period shall be for eighteen (18) months from the date of their appointment. 65 ILCS 5/10-2.1-4 and 10/5-2.1-5.
- B. Police Training During Probation. During their probationary period, an appointee to an entry-level rank in the Police Department, within six (6) months after the date of their initial appointment, either (1) shall take and complete a training course approved by the Police Chief at an academy approved by the Police Chief on such dates as are designated by the Police Chief and be certified by the Illinois Law Enforcement Training and Standards Board that they have completed said course or (2) if previously certified by the Illinois Law Enforcement Training and Standards Board as completing an approved course, shall make a written request for and receive a waiver of additional training from the Illinois Law Enforcement Training and Standards Board. 65 ILCS 5/10-2.1-4 and 10/5-2.1-5.

- C. Extension of Probation. To the extent permitted by law, any person's probationary period may be extended by the Board for a period of not more than six (6) months for Police Department employees. The Chief's recommendation must describe the basis for the proposed extension and any necessary actions recommended, and for which the extended probationary period is required. The Chief's recommendation must be provided to the person whose probationary period is recommended for extension before the expiration of the person's initial probationary period.
- D. No Rights. During any probationary period, the probationary appointee shall be deemed not to have any vested property, or other right or interest in their employment with the Village, and nothing in this Section or in any other provision of these Rules shall be construed or applied to create any such right or interest.
- E. Dismissal. During their probationary period, an appointee may be dismissed at any time by the Board, without prior notice or hearing, on the recommendation of the Police Chief stating that, in the Chief's opinion, it is not in the best interest of the Department to continue the employment of the probationary appointee. Such a recommendation shall include a report setting forth the Chief's evaluation of the appointee and the circumstances of the recommendation. Such a report shall be confidential and need not be made available to the appointee. The decision of the Board shall be final, and a copy of a notice of the Board's decision shall be provided to the appointee. 65 ILCS 5/10-2.1-4 and 10/5-2.1-5.
- F. Suspension. During a probationary period, the Police Chief may suspend an appointee without pay for a period not exceeding five (5) days; provided, however, that no such suspension shall be imposed without first giving the appointee written notice thereof setting forth the basis therefor and advising the appointee of their opportunity to be heard by the Chief or their designee concerning the relevant facts and circumstances. 65 ILCS 5/10-2.1-4 and 10/5-2.1-5.
- G. Disciplinary Provisions Not Applicable. The provisions of Chapter VIII of these Rules shall not apply to the dismissal or suspension of a probationary appointee. Nothing in this Subsection I shall be construed to alter the application of, or to limit the effect of the Uniform Peace Officers' Disciplinary Act, 50 ILCS 725/, when applicable to the investigation of misconduct of any peace officer or firefighter.

**Section 5-5.**

**RESTORATION OF PROBATIONARY APPOINTEE TO ELIGIBILITY LIST**

Should a probationary appointee be laid off without fault on their part, the appointee's name shall be restored to its former position on the Eligibility List or the Preferred List, or the Lateral Entry Eligibility List, and the term they had served shall be credited as part of their probationary period under any subsequent appointment. 65 ILCS 5/10-2.1-5.

**Section 5-6.**

**CERTIFICATION**

- A. Police Department. 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. Inability to successfully complete this course shall be grounds for dismissal. 65 ILCS 5/10-2.1-5.

**Section 5-7. TEMPORARY APPOINTMENTS**

At the request of the Village Administrator, and without complying with the provisions of these Rules that otherwise govern appointments, the Board shall make temporary appointments to the Police Department consistent with the Village Administrator's request to prevent a stoppage of public business, to meet extraordinary emergencies, or to prevent material impairment of the Police Department. These temporary appointments shall remain in force only for the period requested by the Village Administrator. The temporary appointments shall not exceed sixty (60) days, and no temporary appointment of the same person shall be made more than twice in a twelve (12) month period. 65 ILCS 5/10-2.1-5 and 10-2.1-16.

**Section 5-8. LATERAL HIRE PROCESS FOR ENTRY LEVEL POLICE OFFICERS**

The Board recognizes the benefit of expanding the pool of eligible candidates for original appointment to include trained individuals whose skills and level of experience meet specific and definable needs of the Police Department. As an alternate method of original appointment, the Board may consider individuals for lateral appointment to police officer pursuant to this Section.

- A. Lateral Entry Eligibility List for Original Appointment. A lateral entry eligibility list for original appointment to the position of police officer may be established by the Board. This list shall be known as the "List of Certified, Sworn Officers for Lateral Hire" or "Lateral Entry Eligibility List" and shall be comprised of qualified candidates who complete the application for hire as a lateral entry police officer and the evaluation process outlined in this Section 5.8 and other applicable requirements in these Rules. To be placed upon the Lateral Entry Eligibility List, candidates must be certified by the Illinois Law Enforcement Training and Standards Board as having completed the minimum standards basic law enforcement course required by that Board, and must, at the time of application, have previously been full-time sworn officers of a regular police department in any municipal, county, university, or State law enforcement agency, provided they are certified by the Illinois Law Enforcement Training Standards Board and have been with their respective law enforcement agency for at least two (2) years. 65 ILCS 5/10-2.1-14.
- B. Reciprocity. Out-of-state law enforcement officers and military police officers seeking employment through the lateral hiring program are subject to the conditions outlined by the Illinois Law Enforcement Training and Standards Board Out of State and Military Law Enforcement Reciprocity Process, respectively:
  1. Out of State:
    - a. The hiring agency must conduct a thorough background check and verify the officer's prior training.
    - b. Candidates must have successfully completed a basic law enforcement training course at a POST-certified academy with a

- curriculum deemed equivalent to the ILETSB course.
  - c. Candidates must have completed one year of full-time employment with the law enforcement agency in the state where they were trained.
  - d. Candidate must not have had a break in service of more than six months before the reciprocity waiver submission.
  - e. Candidate must pass the equivalency certification exam.
  
- 2. Military Law Enforcement:
  - a. Must have a Military Police Occupation Specialty (MOS):
    - i. U.S. Army 31A, 31B, or 31K
    - ii. U.S. Marine Corps 5803, 5811, 5812, 5813, 5814, 5816, or 5819
    - iii. U.S. Air Force 3PO51, 3PO71, or 3PO91
    - iv. U.S. Navy Master of Arms – MA
  - b. Must have successfully completed branch Basic Military Police Training and have a minimum of two years of Law Enforcement Experience with an exit date of Service of December 22, 2018, or later.
  - c. Be honorably discharged from the Armed Forces and annotated as such on DD Form-214.
  - d. Successfully complete background investigation & copy of candidate's FBI criminal history check based on 10-print submission.
  - e. Authorization to Obtain and Release Information signed by the officer, and must be able to provide copies of supporting training documentation, Certificate of Completion from Basic Military Police Training, DD Form-214, and any other requested paperwork.
  - f. Must be 21 years of age or older.
  
- C. Applications. Applicants for lateral appointments must complete and submit an application and required documents, as provided in the Board's Rules and Regulations. The Board need not establish a deadline for the filing of applications, as applications may be taken and processed at any time. The application fee for any application for a lateral appointment shall be waived.
  
- D. Minimum Qualifications and Requirements: Examinations. Applicants for lateral appointment are subject to disqualification as provided in the Board's Rules and Regulations. The minimum qualifications and requirements of entry-level police officers under the Board's Rules and Regulations also apply, subject to the qualifications in Section A above and the following:
  - 1. Age. The age limitation does not apply.
  - 2. Education. The Board, in its discretion, may accept evidence of comparable work experience in lieu of the education requirement.

3. Preference Points: Preference points will be awarded to any applicant for either military preference points or education preference points, provided that a proper and valid claim for a preference has been made and only if the standards for such preferences have been met under the applicable provisions of the Board of Fire & Police Commissioners Act (65 ILCS 5/10-2.1-8 through 5/10-2.1-14, as amended) and the applicable sections of these Rules, including Section 4-3 (Preference Claims).
  4. Examinations. Applicants for lateral hire will not be required to submit to a written examination as part of the Board's screening process. Qualified applicants, before employment, must complete an oral interview given by the Board and, like any other officer candidate for new hire to the Police Department, a Background Investigation, a Psychological Exam, a Polygraph Exam, and a Medical Exam.
  5. Second Oral Interview. A second oral interview may be required whenever there is a thirty (30) calendar day or more lag time between adding the candidate to the Lateral Hire Eligibility List and the date of the conditional offer of employment/appointment.
  6. Candidate shall deliver to the Board a signed affidavit, confirming that the application content and criminal background report is still true and accurate, before issuing a conditional offer of employment/appointment whenever there is a thirty (30) calendar day or more lag time between adding the candidate to the Lateral Hire Eligibility List and the date of the conditional offer of employment/appointment.
  7. Candidate is required to pass the State Police Officer Professional Conduct Database Check per Illinois Police Training Act (50 ILCS 705/), which shall be performed by the Police Chief as part of the application evaluation and examination process.
- E. Selection. Candidates shall be placed on the Lateral Entry Eligibility List in the order of their relative excellence as determined by the Board. The decision to select a candidate from the Lateral Entry Eligibility List ahead of a non-certified candidate on the Final Eligibility List or ahead of the top candidate on the Preferred List is solely within the discretion of the Board. The candidates on the Lateral Entry Eligibility List shall be ranked in the order of their relative excellence after successful completion of the application for hire as a lateral entry police officer and the evaluation process outlined in this Section 5.8, as determined by the Board. The Board, in its discretion, may make an offer of employment to the top candidate from the Lateral Entry Eligibility List over noncertified candidates who are listed on the Final Eligibility List and over the top candidate on the Preferred List. Successful candidates can be added to the Lateral Entry Eligibility List continually by the Board, but the name of each candidate shall be stricken after being posted on the Lateral Entry Eligibility List for a two (2) year period.
- F. Conditional Offer. A conditional offer of employment/appointment shall be made only to the most qualified candidate on the Lateral Transfer Eligibility List, as determined by the Board, in consultation with the Chief of Police, or their designee,

based upon an evaluation and scoring (based on a 100% scoring scale) of the following qualifications:

1. Law enforcement experience (maximum score: 10%);
2. Law enforcement training beyond the Basic Law Enforcement Course (maximum score: 10%);
3. Training and experience in specialty law enforcement functions (maximum score: 20%);
4. Oral interview (maximum score: 40%); and
5. Writing assessment (to be determined by the Board: e.g., candidate responds in writing to three (3) questions) (20%).

After the issuance of an offer of employment/appointment, the candidate will be required to undergo and pass a Psychological Exam, a Polygraph Exam, and a Medical Exam, and such other hiring requirements as outlined in these Rules and/or required by the Village.

- G. Certification; Demonstration of Need. The Chief of Police, upon written approval of the Village Administrator, shall appear before the Board to demonstrate the need for lateral appointment due to special or unique circumstances that preclude appointment from the eligible pool of candidates established on the Final Eligibility List of non-lateral candidates or the Preferred List. Upon the Board's determination that special or unique circumstances exist, the Board may certify individuals for lateral appointment.
- H. Probationary Period. All individuals certified for lateral appointment must complete an eighteen (18) month probationary period, or such other duration as required by the applicable collective bargaining agreement that applies to patrol officers of the Police Department.

## **CHAPTER VI. PROMOTIONAL EXAMINATIONS**

### **Section 6-1. GENERAL**

The Board, by these Rules, shall provide for promotion in the Police Departments based on ascertained merit, seniority in service, and examination (i.e., assessment center), 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. The examination process shall be at the discretion of the Board in accordance with these Rules and applicable State laws and may consist of an "assessment center" process, which may be comprised of written exercises, exams, and oral exercises. 65 ILCS 5/10-2.1-15. All promotions shall be made in descending order from the person having the highest rating.

The method of examination and the rules governing examinations for promotion shall be the same as provided for applicants for original appointment, except that original appointments only shall be on probation, as provided by these Rules. 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. 65 ILCS 5/10-2.1-5 and 10-2.1-15.

- A. All officers who submit themselves to examination will be graded according to the following schedule:
- Written Examination 70% or above (raw score) min. passing grade
  - Oral Examination 70% or above (raw score) min. passing grade
- B. The final promotional examination score shall be determined by the following formula:

<u>Written Examination Score:</u>	Raw score multiplied by 25%	25% of score
<u>Oral Examination Score:</u>	Raw score multiplied by 50%	50% of score
<u>Policy &amp; Scenario Examination:</u>	Raw score multiplied by 15%	15% of score
<u>Chief's Points:</u> (0-10 pts.)		10% of score
Maximum Grade:		100%

Veterans' credits will be applied as prescribed by statute. 65 ILCS 5/10-2.1-10 and 11. A minimum of 70% of the maximum grade is required for inclusion on the Sergeant's Promotional List.

**Section 6-2. INJURIES**

Persons receiving non-permanent injuries while on duty or in the discharge of duty shall not be disqualified from promotion. Where such injuries occurred, the Chief of Police shall notify the Board in writing, stating the nature of the injuries and under what circumstances received. 65 ILCS 5/10-2.1-5.

**Section 6-3. ELIGIBILITY**

Except in extraordinary situations, no person shall be eligible to take any examination for appointment to any rank other than the lowest unless they are in the active service of the Department in which the appointment is sought, and unless they have served at least one (1) year of active duty immediately before the taking of such examination, in the rank from which promotion is sought. 65 ILCS 5/10-2.1-15. A Chief or Deputy Chief of the Police shall be permitted, regardless of rank, to take promotional examinations and be promoted to a higher classified rank than they currently hold, without having to resign as Chief or Deputy Chief of the Police Department. 65 ILCS 5/10-2.1-4 and 10-2.1-15.

**Section 6-4. REPEALED (Age for Promotion)**

**Section 6-5. MEDICAL AND PHYSICAL EXAMINATIONS**

The Board shall determine by medical, eye, and physical examinations conducted by a physician designated by the Board whether applicants for any position possess the requisite standards of health and physique. The results of such examinations shall be considered in determining the fitness of applicants to be further examined and may be taken as a factor in determining relative standing. 65 ILCS 5/10-2.1-5.

**Section 6-6. VETERAN'S PREFERENCE**

Members of the Police Department who were engaged in the military or naval service of the United States for at least one (1) year and who were honorably discharged therefrom, or who are now or may

hereafter be on inactive or reserve duty in such military or naval service, shall be preferred for promotional appointment. 65 ILCS 5/10-2.1-11.

**Section 6-7. VETERAN'S PROMOTION CREDIT**

The Board shall give preference for promotional appointment to persons designated in 65 ILCS 5/10-2.1-10, as amended, whose names appear on the Promotional Eligibility Lists by adding to the final grade average which they will receive as a result of any promotional examination 7/10 of one (1) point for each six (6) months or fraction thereof of military or naval service, not exceeding thirty (30) months. The numerical result thus attained shall be applied by the Board in determining the position of such persons on any Eligibility List as the result of any promotional examination held for preference in certification and appointment from such Eligibility List.

No person shall receive the preference for a promotional appointment after they have received one (1) appointment and one (1) promotion from an Eligibility List on which he was allowed such preference. 65 ILCS 5/10-2.1-5 and 5/10-2.1-11.

**Section 6-8. CONSOLIDATION OF LISTS**

Should the Board deem it advisable to supplement the number of names on any Eligibility List by holding another examination for the position, the list resulting from such supplemental examination shall be consolidated with the existing list and the names of eligibles should take rank on such consolidated list in the order of the highest percentage obtained in either examination without reference to priority of time of examination. It shall be the duty of the Board to notify persons on the existing list that a supplemental examination will be held and will result in a consolidation of the two (2) lists. 65 ILCS 5/10-2.1-15.

**Section 6-9. PROMOTIONAL APPOINTMENTS**

The Secretary shall certify to the Board, on the basis of the promotional examinations given, the qualified applicants in rank order. 65 ILCS 5/10-2.1-15.

When a vacant position exists, the Board shall thereupon appoint the highest-ranked candidate on the list to the rank or position to be filled.

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

**Section 7-1. RANK**

The order of rank in the Police Department shall be as provided by the Village Code, as amended. 65 ILCS 5/10-2.1-5.

**Section 7-2. CLASSIFICATION**

The Board classifies such offices in the Police Departments to establish and maintain standards of examinations and promotions based upon job descriptions and departmental regulations. 65 ILCS 5/10-

**Section 7-3. OATH OF OFFICE AND BOND**

Before entering duty, any person about to become a probationary officer or a member of the Police Department shall enter into such bond as required by the Village for all of its officers and shall take the following oath, before any person authorized to administer oaths in the State of Illinois:

"I, \_\_\_\_\_, having been appointed as a Probationary Police Officer with the Village of Swansea located in the County of St. Clair, DO SOLEMNLY SWEAR, that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties as a Probationary Police Officer in the Village of Swansea to the best of my ability."

Signed \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_.

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Police Commissioner

65 ILCS 5/10-2.1-5.

**CHAPTER VIII. HEARING OF CHARGES, REMOVALS, SUSPENSIONS, AND DISCHARGES**

**Section 8-1. ADDITIONAL DEFINITIONS**

For these Rules, the following terms shall have the meanings herein ascribed to them:

- A. Cause. Some substantial shortcoming on the part of a member of either Department that renders their continued employment in that Department in some way detrimental to the discipline and efficiency of the public service rendered by that Department, and something that the law and sound public opinion recognize as cause for the member to no longer occupy their position. The Board has the right to determine what constitutes "cause", subject to the just cause provision of the applicable collective bargaining agreement. Without in any manner limiting the foregoing, "cause" shall include but not be limited to the following:
1. the existence of, or discovery of, any fact that would have required disqualification from original appointment; or
  2. non-disclosure of any fact that, if disclosed, would have constituted a ground for disqualification from original appointment; or
  3. the making of a false statement, oral or written, of a material fact in connection with the original appointment that could have substantially affected the decision to appoint

- the applicant; or
4. any act or occurrence, after appointment, that would have required disqualification from original appointment or that could have constituted cause for disqualification from original appointment; or
  5. any violation of any federal, state, or municipal law affecting the member's ability or qualifications to continue in the performance of their duties; or
  6. incompetence, nonfeasance, misfeasance, or malfeasance in office; or
  7. failure to maintain required certifications or licenses for the position held; or
  8. violation of a rule or regulation of the Department.
- B. Charge. A written statement alleging cause against the respondent for suspension or removal, or discharge under this Chapter.
- C. Complainant. The Police Chief, the Village Administrator, or their designee, or any other person who files a charge under this Chapter VIII.
- D. Counsel. As used herein means an attorney who has a current law license to practice law in the State of Illinois.
- E. Filing. Presenting a document to the Secretary by delivery personally, or by delivery to the Office of the Village Administrator addressed to the attention of the Secretary, or by mailing by regular U.S. mail to the Secretary at the Office of the Police Board. In the case of filing by mail, the date of filing shall be deemed to be the second day following the date of mailing, unless said second day is a Saturday, Sunday, or federal or State of Illinois legal holiday, in which event the date of filing shall be the first regular business day following said Saturday, Sunday, or legal holiday.
- F. Parties. The complainant(s) and the respondent(s).
- G. Preponderance of the Evidence. The greater weight of the evidence; that is, that evidence which, when fairly considered, produces the stronger impression, and has a greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.
- H. Respondent. A member of the Department against whom a charge is filed.
- I. Service. The presentation by a party to the other party, or by the Board to a party, of any document by personal delivery to the other party or by mailing by United States mail in an envelope properly addressed, with postage prepaid, to the last known address of such other party, together with a written certificate of service. In the case of service by mail, the date of service shall be deemed to be the second day following the date of mailing, unless said second day is a Saturday, Sunday, or federal or State of Illinois legal holiday, in which event the date of service shall be the first regular business day following said Saturday, Sunday, or legal holiday. 65 ILCS 5/10-2.1-5.

## **Section 8-2. CAUSE REQUIRED**

Except as provided in Section 8-11 of this Chapter, no member of the Department shall be suspended or removed, or discharged except for cause. 65 ILCS 5/10-2.1-17.

## **Section 8-3. SUSPENSIONS**

- A. Suspensions. The Chief shall have the right to impose discipline pursuant to the applicable collective bargaining agreement. The Chief shall promptly notify the Board in writing of any imposed discipline. 65 ILCS 5/10-2.1-17.
- B. Appeal. Any member suspended under Subsection 8-3(A) of this Section may appeal the suspension following the grievance procedures outlined in the current collective bargaining agreement.

**Section 8-4. CHARGES**

- A. Complainant. Charges may be brought against a member by the Police Chief, the Village Administrator, or their designee. 65 ILCS 5/10-2.1-17.
- B. Charges. Charges shall be in writing, shall be signed by the complainant, and shall state with specificity the facts alleged to constitute cause for suspension, removal, or discharge. The original and three (3) copies of the charges shall be filed with the Secretary, and one copy shall be served on the respondent. 65 ILCS 5/10-2.1-17

**Section 8-5. APPLICABILITY TO PROBATIONARY EMPLOYEES**

The provisions of this Chapter VIII do not apply to Department personnel who are on probation under Section 5-4 of these Rules.

**CHAPTER IX. GENERAL RULES AND REGULATIONS**

**Section 9-1. VIOLATION OF RULES**

All officers and members of Police Departments shall observe and obey all rules and orders of the Chief, the Rules of the Board, which are in force or which may be adopted hereafter, as well as all regulations for the operation of the Police Department as adopted by the Corporate Authorities of the Village and in force or which may be adopted hereafter. A violation of such rules or regulations shall be cause for the filing of charges and proceeding through the disciplinary process outlined in the collective bargaining agreement.

**Section 9-2. VIOLATION OF LAW**

Any violation of the laws of Swansea, Illinois, or the State of Illinois, or Federal laws by any member of the Police Department shall be cause for filing of charges against said member. 65 ILCS 5/10-2.1-6.

**Section 9-3. SEVERABILITY**

Any Chapters, Sections, and/or Subsections of these Rules for the operation of the Board that are in conflict with the State Statutes or with any amendments thereto that may hereafter be enacted are null and void. This, however, does not invalidate any other Chapters, Sections, and/or Subsections of these Rules. 65 ILCS 5/10-2.1-5.

**Section 9-4. POLITICAL CONTRIBUTIONS**

No person in the Police Department of the Village shall be under any obligation to contribute to any fund or to render any political service, and no such person shall do so or be removed or otherwise prejudiced for refusing to do so. No person in the Police Department of the Village shall discharge or promote or reduce, or in any manner change the official rank or compensation of any other person in such service, or promise or threaten to do so, for withholding or refusing to make any contribution of money or service or any other valuable thing for political purpose, or in any other manner, directly or indirectly, use their official authority or influence to compel or induce any other person to pay or render any political assessment, subscription, contribution or service. 65 ILCS 5/10-2.1-5.

**Section 9-5. POLITICAL ACTIVITIES**

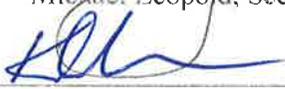
No person holding a position in the Police Department in the Village shall use their official authority or influence to coerce the political action of any person or body, or to interfere with any election, or shall take any active part in a political campaign, or shall seek or accept nomination, election, or appointment as an officer of a political club or organization or serve as a member of a committee of any such club or organization, or circulate or seek signatures to any petition, or act as a worker at the polls, or distribute badges, color, or indicia favoring or opposing a candidate for election or nomination to a public office, whether federal, state, county, or municipal. But nothing in this Section shall be construed to prohibit or prevent any such person from becoming or contributing to a member of a political club or organization or from attending political meetings, from enjoying entire freedom from all interference in casting their vote, or expressing privately their opinions on all political questions. 65 ILCS 5/10-2.1-5. Nothing in this section shall prohibit an employee from running for public office. 65 ILCS 5/10-2.1-5.1.

All preceding or prior Rules and amendments thereto, printed or promulgated before this date, are rescinded. **The above Rules have been approved by the Board on September 23, 2025. The Effective Date of the above Rules is October 17, 2025 (i.e., Ten (10) calendar days after publication of notice of amendments per 65 ILCS 5/10-2.1-15; Publication date of the notice of amendments of these Rules occurred on October 7, 2025, on the Village website).**

**BOARD OF FIRE & POLICE COMMISSIONERS**

  
\_\_\_\_\_  
Tracy Thieken, Chairperson

  
\_\_\_\_\_  
Michael Leopold, Secretary

  
\_\_\_\_\_  
Kurt Eversman, Commissioner