



**RULES AND REGULATIONS OF THE
BOARD OF FIRE AND POLICE COMMISSIONERS
2022**

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RULES OF THE BOARD OF FIRE AND POLICE COMMISSIONERS CITY OF MOLINE, ILLINOIS

As adopted by the Board of Fire and Police Commissioners of the City of Moline, Illinois, on April 19, 1993. Subsequent amendments listed following document.

CHAPTER I - ADMINISTRATION

Section 1. SOURCE OF AUTHORITY

The Board of Fire and Police Commissioners of the City of Moline derives its power and authority from Section 2-4400 of the Code of Ordinances, City of Moline, Illinois.

Section 2. DEFINITIONS

The word "commission" and/or "board" wherever used shall mean the Board of Fire and Police Commissioners of the City of Moline. The word "officer" shall mean any person holding a regular office in the Police or Fire Departments of the City of Moline. The word "day" shall mean calendar day; except in disciplinary matters, the word "day" shall mean the normally scheduled hours of work within the Police Department and 10.60 hours of work within the Fire Department. The masculine noun or pronoun includes the feminine. The singular includes the plural, and the plural, the singular.

Section 3. OFFICERS OF THE BOARD AND THEIR DUTIES

The Board shall annually, on the first meeting in June, elect a chair who shall hold office until the end of the fiscal year of the municipality and until a successor is duly elected and qualified. The chair shall be the presiding officer at all meetings. The secretary shall keep the minutes of all meetings of the Board and shall be the custodian of all forms, papers, books, records, and completed examinations of the Board with the assistance of a recording secretary to be designated and provided by the City of Moline.

Section 4. MEETINGS

Regular meetings shall be held monthly as posted and shall be published and open. All meetings shall be open, notice of which shall be at least forty-eight (48) hours prior to convening by the filing of a notice in writing in the City Clerk's office and any other notice as required by law. This notice shall set forth the time and place of such meetings. Special meetings may be called by any member with concurrence of any other member.

During any regular or special meeting, an executive session may be called for by any single member of the Board for the purpose of discussing matters designated by the Open Meetings Act. Executive sessions may be limited to Board members and legal counsel and such invited persons as the Board may deem necessary.

Section 5. QUORUM

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

Section 6. ORDER OF BUSINESS.

The order of business at any meeting shall be (1) Call to Order, (2) Roll Call of Members, (3) Approval of the Minutes of any prior meetings, (4) Communications, (5) Unfinished Business, (6) New Business, (7) Other Business, (8) Public Comment, (9) Executive Session, (10) Adjournment.

Section 7. PROCEDURE

All meetings shall be informal. If deemed by the Commission to be appropriate to resolve a point of order, the parliamentary procedure prescribed in Robert's "Rules of Order" For Small Groups shall be followed.

Section 8. AMENDMENTS

Amendments to the rules of the Board may be made at any meeting of the Board. All amendments shall forthwith be printed for distribution and notice shall be given of the place or places where said rules may be obtained. Such notice shall be published in a newspaper of general circulation in the City of Moline and on the City of Moline website. The notice shall specify the date, not less than five (5) days subsequent to the date of such publication, when rules or amended rules will be presented to City Council for approval. Copies of the rules of the Board shall be made available upon direct request to the Recording Secretary or in response to a request under the Freedom of Information Act.

Section 9. ANNUAL REPORT AND BUDGET REQUEST

The Board shall submit an Annual Report of its activities as required by statute. The Board shall meet with the City Administrator or designee at an appropriate time to determine budgetary requirements of the Board.

CHAPTER II - APPLICATIONS FOR ORIGINAL APPOINTMENT - POLICE

Section 1. RESIDENCE

Applicants for examination for appointment to the Police Department must be citizens of the United States and agree to live within the boundaries established by ordinance or applicable labor agreement within the time prescribed by either document.

Section 2. APPLICATION FORMS

Applications for positions shall be filed upon forms furnished by Human Resources and applicants must comply with the requirements of said form in every respect. Applications must be filed with Human Resources prior to taking an examination by a date established by the Commission and duly published.

The application shall include the following releases and/or documents, which must be executed by all applicants:

- (a) Physical agility test liability release.
- (b) Privacy waiver and credit check authority.
- (c) Compliance with rules.
- (d) Reference release.
- (e) Residency agreement.

The applicant shall furnish with the application a copy of the applicant's military service record and discharge papers (DD Form 214 long form).

A false statement knowingly made by a person in an application for examination, connivance in any false statement made in any certificate which may accompany such application or complicity in any fraud touching the same, shall be regarded as good cause for exclusion from the examination, and, if appointed, shall be regarded as good cause for discharge once discovered.

Section 3. DISQUALIFICATION

Always subject to all applicable state and federal non-discrimination laws, rules and regulations, the Chief may refuse to examine an applicant any time during the testing process or, after examination, refuse to certify the applicant as eligible:

- (a) Who is found lacking in any of the established preliminary requirements for the service for which he or she applies.
- (b) Who is physically unable to perform the duties of the position to which he or she seeks appointment as to be determined by agility and/or physical tests or examinations.
- (c) Who has been convicted of a felony or who has been found by a court of law to be guilty of or has pled guilty to a felony.
- (d) Who has been dismissed from any public service for good cause.
- (e) Who has attempted to practice any deception or fraud in his or her application.

(f) Who does not possess a high school education or its equivalent.

(g) Who has been convicted of Driving Under the Influence, or equivalent, within seven (7) years prior to the deadline to submit an application.

An individualized assessment may be conducted prior to a disqualification related to criminal conduct to ensure the exclusion is job related and consistent with business necessity. Any applicant disqualified under (c), (d), and/or (g) of this Section shall have an opportunity to establish to the Board that he/she has been rehabilitated upon request as stated herein below.

Any applicant shall be notified by Human Resources on behalf of the Chief of such disqualification and, upon written request made by the applicant within five days after receipt of such notice, shall be given the opportunity to be heard for good cause in front of the Board. A meeting date will be scheduled at the earliest convenience of the parties. At the meeting, the applicant may make a verbal statement or offer written information only in support of his or her position. Witness testimony will not be taken. The decision of the Board is final.

A list of disqualified applicants under this section shall be provided to the Board with an explanation as to why disqualification occurred immediately upon disqualification.

Always subject to all applicable state and federal non-discrimination laws, rules and regulations, only the Commission may refuse to examine an applicant or, after examination, refuse to certify the applicant as eligible:

(h) Who uses or has used narcotics or intoxicating beverages to excess.

(i) Who has been convicted of any misdemeanor involving moral turpitude, excluding a conviction of Driving Under the Influence, or equivalent, within seven years prior to the deadline to submit an application.

(j) Who may be found disqualified in personal qualifications or health or physical qualifications as determined by cursory testing.

(k) Whose character and employment references are unsatisfactory.

An individualized assessment may be conducted prior to a disqualification related to criminal conduct to ensure the exclusion is job related and consistent with business necessity. Any applicant disqualified under (h), (i) and/or (k) of this Section shall have an opportunity to establish to the Board that he/she has been rehabilitated upon request as stated herein below.

Any applicant shall be notified by the Board of such disqualification and, upon written request made by the applicant within five days after receipt of such notice, shall be given the opportunity to appear before the Board to state why disqualification is inappropriate. A meeting date will be scheduled at the earliest convenience of the parties. At the meeting, the applicant may make a verbal statement or offer written information only in support of his or her position. Witness testimony will not be taken. The decision of the Board is final.

Section 4. INCOMPLETE APPLICATIONS

If the application is returned incomplete, the applicant will be disqualified.

Section 5. PHYSICAL AND MEDICAL EXAMINATIONS

After an offer of employment is made, applicants for original appointment shall be required to submit to a physical and medical examination by a licensed physician of the City's choice, and a psychological examination performed by a licensed psychologist of the City's choice.

Applicants must have vision correctable to 20/20.

Section 6. AGE REQUIREMENTS

Applicants for the Police Department must be at least 20 years of age, but shall not be appointed until said applicant reaches 21 years of age. All applicants must be under 35 years of age, except as otherwise provided below:

(a) If a person is placed on an eligibility list and becomes over-age before being appointed, the person remains eligible for appointment until the list is abolished.

(b) The age limitation of under 35 years of age does not apply to:

1. Any person previously employed as a certified Police Officer in a regularly constituted police department of any municipality, regardless of whether the municipality is located in Illinois or in another state,
2. Any person who has served as a certified auxiliary Police Officer under Section 3.1-30-20 of the Illinois Municipal Code for at least 5 years and is under 40 years of age,
3. Any person who has served as a certified deputy under Section 3-6008 of the Illinois Counties Code and otherwise meets necessary training requirements,
4. Any person who has served as a certified sworn officer as a member of the Illinois Department of State Police.

(c) A veteran shall be allowed to exceed the maximum age provision of this Section by the number of years served on active military duty, but by no more than 10 years of active military duty.

Proof of birth date will be required before appointment.

Section 7. NOTICE OF ACCEPTANCE

Human Resources will notify all applicants whose applications have been accepted by the Board to be present for subsequent examinations.

CHAPTER III - EXAMINATIONS FOR ORIGINAL APPOINTMENT - POLICE

Section 1. TIME OF EXAMINATIONS

Examinations for original appointment to the Police Department shall be held at least once each year upon the dates fixed by the Board and advertised in the local paper in accordance with state law.

The Board reserves the right to schedule examinations for original appointment at such times as in the Board's opinion are needed.

Any annual examination or other scheduled examination may be postponed, however, 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.

Section 2. NOTICE OF EXAMINATIONS.

A call for such examination shall be published by Human Resources in accordance with the City's Equal Employment Opportunity Plan and shall include a statement of the following:

- (a) The time and place where the first phase of the examination will be held.
- (b) A statement of the nature and types of examination required.
- (c) A statement that applications will be accepted for at least a two (2) week period, which shall terminate at least three (3) days before the date set for the first phase of the examination.
- (d) A statement that an eligibility list shall be prepared and posted by the Board at City Hall and at the Police Department within sixty (60) days from completion of the last phase of the examination and shall be sent to each applicant participating in the last phase of the examination.
- (e) A statement that an eligibility list shall not be valid for a period greater than one (1) year, unless approved by the Board.

Section 3. TYPES OF EXAMINATIONS

There shall be three types of examinations: physical agility, written and oral. The types of examinations may be different for when the Commission prepares a second register of persons who have previously been full time sworn officers of a regular police department in any municipal, county, university or State law enforcement agency. The subject matter of these examinations shall be such as will fairly test the capacity of the applicant to discharge the duties of the position to which the applicant seeks appointment.

Section 4. PHYSICAL AGILITY TEST

All applicants shall submit themselves to a bona fide, valid and job-related physical agility test in accordance with current Illinois Law Enforcement Training and Standards Board mandates. Each applicant must submit to the examiner at the time

of the physical agility test a valid driver's license for the purpose of verifying the applicant's identity. Applicants reporting after the posted starting time will not be allowed to participate. In lieu of participating in the City's physical agility test, applicants may provide proof of successful completion of the Peace Officer Wellness Evaluation Report (P.O.W.E.R.) test, or standard, as established by the Illinois Law Enforcement and Standards Board, by presenting verification of successful completion obtained within the State of Illinois within one (1) year prior to the City's established testing date. In the case of more than one (1) testing date, the earliest date will be utilized.

Applicants shall be graded on the basis of pass or fail.

Section 5. WRITTEN EXAMINATIONS

Only applicants who have passed the physical agility test will be permitted to participate in the written examination. Each applicant must submit to the examiner at the time of the written examination a valid driver's license for the purpose of verifying the applicant's identity. Applicants reporting after the posted starting time will not be allowed to participate.

All eligible applicants shall submit themselves to a valid and job-related written examination as adopted by the Board.

The written examination shall be scored on the basis of 100% maximum score. Applicants not receiving a score of at least seventy percent (70%) on the written examination shall have failed. If the applicant has furnished proof of military service (DD Form 214 long form) with his/her application indicating at least one (1) year of active military service with honorable discharge, five (5) points will be applied to his/her passing written examination score to produce a total raw score.

There will be no written examination for when the Commission prepare to keep a second register of persons who have previously been full time sworn officers of a regular police department in any municipal, county, university or State law enforcement agency since those officers have taken a written examination for certification.

Section 6. ORAL INTERVIEW

Only applicants with a score of at least seventy percent (70%) on the written examination will be eligible to participate in an oral interview.

The final Eligibility Register shall contain twenty-five (25) applicants, unless otherwise determined by the Board. The top twenty-five (25) applicants who have passed the written examination will be permitted to participate in the first round of oral interviews. If an Eligibility Register of twenty-five (25) applicants is not achieved after the first round of interviews, subsequent rounds of interviews may be conducted based on the written examination scores of the remaining eligible applicants until an Eligibility Register of twenty-five (25) is achieved. The number of applicants interviewed in subsequent rounds shall be at the discretion of the commissioners based upon the remaining available slots after each successive round on the Eligibility Register, but

shall not exceed twenty-five (25) applicants per round.

The interview panel shall interview prospective candidates and shall be comprised of at least the following: at least two commissioners, the Chief of Police or the Chief's designee, a Deputy Chief, a Lieutenant and a representative from Human Resources. Individual panel members included must participate in all interviews for the particular position, except that a panelist will be excused if faced with an emergency situation that would create an undue hardship.

Questions shall be asked of the applicant that will enable the interview panel to evaluate and grade the applicant's ability to perform the core duties of the position. Each applicant shall be asked the same set of questions all of which shall comply with Equal Employment Opportunity Commission/Illinois Department of Human Rights guidelines or rules.

Each member of the interview panel will then grade the candidate using 100% as the maximum score. The candidate's grade will be the average of the combined grades. Candidates not receiving a score of 70% shall fail, automatically eliminating such candidate from further consideration, and will be so notified.

Section 7. GRADING OF EXAMINATIONS

All grades are based on a maximum weighted grade of 100%, plus military credits where applicable. When the Commission prepares a second register of persons who have previously been full time sworn officers of a regular police department in any municipal, county, university or State law enforcement agency, no written examination is administered.

<u>Examination</u>	<u>Grade</u>
Physical Agility Test	Pass or Fail
Written Examination	50% (weight) x (raw score / total available x 100)
Oral Interview	50% (weight) x (raw score / total available x 100)

Note: To those applicants having furnished proof of military service (DD Form 214 long form) indicating at least one (1) year of active military service with honorable discharge, five (5) points will be added to the passing written examination score.

Section 8. ELIGIBILITY REGISTER

The Commission will approve an "Eligibility Register" listing the applicants in order of excellence based on their final total score.

The Commission may approve the Eligibility Register after each round of oral interviews if necessary.

The Commission may prepare and keep a second register of persons who have previously been full time sworn officers of a regular police department in any municipal, county, university or State law enforcement agency, provided that they are certified by the Illinois Law Enforcement Training Standards Board (ILETSB) or

persons who meet the requirements set forth by ILETSB policy for out-of-state trained reciprocity and have been with their respective law enforcement agency within the State for at least two (2) years. The persons on this register may have preference in hiring over non-certified candidates.

All lateral entry applicants must provide documentation to show their previous responsibilities and duties are similar to those of a Police Officer in the City of Moline. This will be accomplished through a combination of employee evaluations, past and current assignments, and training certificates. Applicants must provide documentation that they have fulfilled the requirements of the Illinois Police Training Act.

Lateral entry applicants who meet these requirements and are selected for lateral entry shall complete the following process before an offer of employment:

1. All applicants must meet the requirements of CHAPTER II - APPLICATIONS FOR ORIGINAL APPOINTMENT – POLICE
2. All applicants must complete a physical agility test as stated in CHAPTER III - EXAMINATIONS FOR ORIGINAL APPOINTMENT – POLICE
3. All applicants must complete an oral interview as stated in CHAPTER III - EXAMINATIONS FOR ORIGINAL APPOINTMENT - POLICE
4. All candidates for appointment must pass a background check, professional examinations and test as well as a period of probation as stated in CHAPTER III - EXAMINATIONS FOR ORIGINAL APPOINTMENT – POLICE

A dated copy of the Eligibility Register shall be sent to each person appearing thereon, and shall be posted at City Hall and the Police Department. This copy shall include the date of expiration of the register one (1) year hence.

Section 9. REFERENCE CHECKS

At the time of a vacancy, the top three (3) applicants from the Eligibility Register shall have a reference check, a credit history check, and a criminal history record check. The result of said checks shall be reviewed by the Board to determine if the applicants have a sound reputation, a satisfactory work record, a credit history with no pattern of avoiding just debts, and no criminal record involving felonies or misdemeanors of moral turpitude. The Board shall fill the vacancy by selecting the most qualified applicant from those applicants whose reference checks, credit history checks and criminal history record checks are deemed satisfactory, in accordance with applicable federal and state law. The Board may disqualify an applicant on the basis of these checks. In the event that the Board disqualifies an applicant on the basis of these checks, it shall send notice of such to the applicant and provide the applicant with an opportunity to appear before the Board to state why disqualification is inappropriate. A meeting date will be scheduled at the earliest convenience of the parties. At the meeting, the applicant may make a verbal statement or offer written information only in support of his or her position. Witness testimony will not be taken. The decision of the Board is final. An applicant disqualified shall have their name stricken from the Eligibility Register.

Section 10. PROFESSIONAL EXAMINATIONS AND TESTS

Appointment from this Eligibility Register is subject to the applicant passing a thorough medical examination, including a drug screen, by a licensed physician of the City's choice; appointment is further subject to the applicant passing, with a rating of "recommended" or better, a bona fide, valid and job-related psychological examination performed by a licensed psychologist of the City's choice, both of which are conducted after an offer of employment is made. If more than three (3) months have elapsed from the date of testing for physical agility, appointment is also subject to the applicant repassing the valid and job-related physical agility test administered pursuant to Section 4 of this Chapter.

Section 11. FINALITY

All results, documents, tests, grade sheets, and other examination pages shall be, and become, the property of the Board and the grading thereof by the Board shall be final and conclusive.

Section 12. PROBATIONARY APPOINTMENT

All vacancies to the Police Department shall be filled by the most qualified of the top three (3) candidates appearing on the Eligibility Register as determined by the background investigation and reference checks and in accordance with any Equal Employment Opportunity policy adopted by the City; provided, said candidate has met all requirements previously listed. Applicants who have been awarded a certificate attesting to their successful completion of the Minimum Standards Basic Law Enforcement Training Act, may be given preference in appointment over noncertified applicants.

All original appointments to the Police Department shall be for a probationary period of a minimum of one year from the original date of appointment, in accordance with the applicable labor agreement. However, such probationary periods may be extended for all absences due to sickness, disability, or unpaid leaves or as otherwise prescribed in the applicable labor agreement.

Any candidate whose name appears on the Eligibility Register may decline appointment. The Board, unless good cause is shown, shall strike from the Register the name of such candidate.

Regular appointments shall be made by the Board after receiving the recommendation of the Chief. Such recommendation shall be forwarded to the Commission at least one month prior to the end of the employee's probationary period. The Chief shall provide the probationary officer notice of said recommendation within five (5) days after providing said recommendation to the Board. Said notice shall state whether the recommendation is to retain or dismiss the probationary officer and the reasons therefore. The Commission shall act on said recommendation prior to the end of the probationary officer's probationary period.

Section 13. PROBATIONARY DISCHARGE

The Chief may discharge probationary officers by providing the Board and the probationary officer a notice in writing setting forth the reasons therefore. The Board may approve or disapprove said discharge without hearing. In no case shall a probationary officer's discharge be effective until the Chief and the probationary officer have received, in writing, from the Board, a notice that the Board has approved such discharge.

Section 14. CERTIFICATION

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 and certification as a law enforcement officer in the State of Illinois within the prescribed probationary period. Inability to complete this course successfully shall be grounds for dismissal consistent with the policies of the Police Department.

CHAPTER IV - PROMOTIONS - POLICE

Section 1. GENERAL

The Board provides for promotion in the Police Department on the basis of those who possess the greatest potential qualities of leadership. Vacancies for Lieutenant and Sergeant shall be filled by the immediately lower rank.

When the promotional process fails to produce any eligible candidates for promotion, the Board shall extend the promotional process to all ranks before extending the process to members of the general public.

Promotion to Chief or Deputy Chief shall be as governed by ordinance.

Section 2. APPLICATIONS

Applications for promotional examinations shall be filed upon forms furnished by Human Resources and applicants must comply with the requirements of said form in every respect. Applications must be filed with Human Resources prior to taking any examination by the date established by the Commission and duly published. Officers desiring promotion to the rank of Sergeant must have a minimum of three (3) years of service to participate in the promotional process. Sergeants desiring promotion to the rank of Lieutenant must have a minimum of five (5) years of service to participate in the promotional process.

Section 3. TYPES OF EXAMINATIONS

(a) Promotion to the Rank of Sergeant

Promotion to the rank of Sergeant will consist of a written examination, review panel and oral interview.

1. **Written Exam** – Weight 30%
The written examination shall be a valid, job related examination as adopted by the Board. Applicants not receiving a score of at least seventy percent (70%) on the exam shall have failed.
2. **Review Panel** – Weight 35%
The review panel will consist of all of the department Deputy Chiefs and will review the applicant's personnel file, past three (3) evaluations and resume, if submitted. The review panel will review the applicant's abilities, accomplishments and potential.
3. **Oral Interview** – Weight 30%
Oral interviews will be the next phase of testing for those applicants receiving a score of seventy percent (70%) or more on the written examination. The interview panel shall consist of at least two (2)

commissioners, the Chief of Police or the Chief's designee and one (1) Lieutenant selected by the Chief of Police. A member of Human Resources will also participate as a non-rating member and will act as moderator and coordinator.

4. **Seniority** – Weight 5%
This shall be accomplished by awarding 10 points for each year up to 10 years. The date of the written exam shall be used as the cutoff date for purposes of determining the number of complete years.
5. **Preliminary Scoring of Components**
Each of the four components above shall be scored on a scale of 100 points. The component scores shall be reduced by the weighing factors assigned to the component, and the score of all components shall be added to produce a preliminary promotion list score.
6. **Veterans Preference Points**
A person who is on the preliminary promotion list who is eligible for veteran's preference points may file written application with Human Resources for the applicable points within ten (10) days of the preliminary list being filed. The preference shall be calculated at seven-tenths of one (1) point for each six (6) months or fraction thereof of active military service, not exceeding thirty (30) months (a maximum of 3.5 points for veteran's preference). The numerical result thus attained shall be added to the preliminary score to attain the final score for the promotional list. The list shall be ranked highest to lowest and such ranking shall constitute the promotional eligibility register.

No person shall receive the preference for a promotional appointment granted by this section after he/she has received one (1) promotion from an eligibility list on which he/she was allowed such preference.

(b) Promotion to the Rank of Lieutenant

Promotion to the rank of Lieutenant will consist of a written examination, assessment center, review panel and oral interview.

1. **Written Exam** – Weight 20%
The written examination shall be a valid, job related examination as adopted by the Board. Applicants not receiving a score of at least seventy percent (70%) on the exam shall have failed.
2. **Assessment Center** – Weight 30%
The assessment center may consist of at least three (3) individuals trained in the assessment center technique to conduct the assessment center of the Lieutenant applicants. These individuals may be selected from area departments, other area emergency service agencies, other local agencies or community groups, or other providers of assessment centers. No more than one (1) assessor from any one department will participate in the assessment process.

3. **Review Panel – Weight 20%**
The review panel will consist of all of the department Deputy Chiefs and will review the applicant's personnel file, past five (5) evaluations and resume, if submitted. The review panel will review the applicant's abilities, accomplishments and potential.
4. **Oral Interview – Weight 30%**
The oral interview will be the next phase of testing for those applicants receiving a score of seventy percent (70%) or more on the written examination. The interview panel shall consist of at least two (2) commissioners, the Chief of Police and one (1) Deputy Chief or command personnel of equivalent rank from an outside police agency selected by the Chief of Police. A member of Human Resources will also participate in the interview process as a non-rating member and will act as moderator and coordinator.
5. **Preliminary Scoring of Components**
Each of the four components above shall be scored on a scale of 100 points. The component scores shall be reduced by the weighing factors assigned to the component, and the score of all components shall be added to produce a preliminary promotion list score.
6. **Veterans Preference Points**
A person who is on the preliminary promotion list who is eligible for veteran's preference points may file written application with Human Resources for the applicable points within ten (10) days of the preliminary list being filed. The preference shall be calculated at seven-tenths of one (1) point for each six (6) months or fraction thereof of active military service, not exceeding thirty (30) months (a maximum of 3.5 points for veteran's preference). The numerical result thus attained shall be added to the preliminary score to attain the final score for the promotional list. The list shall be ranked highest to lowest and such ranking shall constitute the promotional eligibility register.

No person shall receive the preference for a promotional appointment granted by this section after he/she has received one (1) promotion from an eligibility list on which he/she was allowed such preference.

Section 4. ELIGIBILITY REGISTER

- (a) The Board will approve an Eligibility Register based upon the final weighted grade obtained by candidates.
- (b) The Eligibility Register shall certify those eligible in the order of excellence based upon their final weighted scores.
- (c) A dated copy of the Eligibility Register shall be sent to each person appearing thereon and posted. These copies shall include the date of expiration of the register two (2) years hence from the approval date.

- (d) Appointment from the register shall be as follows:

Vacancies in the ranks of Sergeant and Lieutenant shall be filled by the Board by selection from the top three (3) candidates on the applicable Eligibility Register. The appointee shall be selected from the top three (3) candidates at the discretion of the Board.

- (e) Any officer appointed from the Eligibility Register may refuse appointment one (1) time without changing the officer's position on the list; however, a second refusal shall result in striking the officer's name from the Register, except that no officer's name shall be stricken from the Register if the refusal was based on current active duty in the military, or other protected leaves of absence.
- (f) The Board may elect to provide for a new examination before a Register has expired by the passage of two (2) years.

Section 5. PROBATIONARY APPOINTMENT

All promotions shall be for a probationary period of six (6) months from the original date of promotion.

The Board shall make regular promotions after receiving the recommendation of the Chief of Police.

CHAPTER V - APPLICATIONS FOR ORIGINAL APPOINTMENT - FIRE

Section 1. RESIDENCE

Applicants for examination for appointment to the Fire Department must be citizens of the United States and agree to live within the boundaries established by ordinance or applicable labor agreement within the time prescribed by ordinance.

Section 2. APPLICATION FORMS

Applications for positions shall be filed upon forms furnished by Human Resources and applicants must comply with the requirements of said form in every respect. Applications must be filed with Human Resources prior to taking an examination by a date established by the Commission and duly published.

The application as attached shall include the following releases and/or documents, which must be executed by all applicants:

- (a) Physical ability test liability release.
- (b) Privacy waiver and credit check authority.
- (c) Compliance with rules.
- (d) Reference release.
- (e) Residency agreement.

The applicant shall furnish with the application a copy of said applicant's military service record and discharge papers (DD Form 214 long form), and certification as an EMT-Basic or EMT-Paramedic and Firefighter certification, if applicable.

A false statement knowingly made by a person in an application for examination, connivance in any false statement made in any certificate which may accompany such application or complicity in any fraud in any manner related to same shall be regarded as good cause for exclusion from the examination, and, if appointed, shall be regarded as good cause for discharge once discovered.

Section 3. DISQUALIFICATION

Always subject to all applicable state and federal non-discrimination laws, rules and regulations, the Chief may refuse to examine an applicant or, after examination, refuse to certify the applicant as eligible:

- (a) Who is found lacking in any of the established preliminary requirements for the service for which he or she applies.
- (b) Who is physically unable to perform the duties of the position to which he or she seeks appointment as to be determined by agility and/or physical tests or examinations.
- (c) Who has been convicted of a felony or who has been found by a court of law to be guilty of or has pled guilty to a felony.
- (d) Who has been dismissed from any public service for good cause.
- (e) Who has attempted to practice any deception or fraud in his or her application.

(f) Who does not possess a high school education or its equivalent.

(g) Who has been convicted of Driving Under the Influence, or equivalent, within seven (7) years prior to the deadline to submit an application.

An individualized assessment may be conducted prior to a disqualification related to criminal conduct to ensure the exclusion is job related and consistent with business necessity. Any applicant disqualified under (c), (d), and/or (g) of this Section shall have an opportunity to establish to the Board that he/she has been rehabilitated upon request as stated herein below.

Any applicant shall be notified by Human Resources on behalf of the Chief of such disqualification and, upon written request made by the applicant within five days after receipt of such notice, shall be given the opportunity to be heard for good cause in front of the Board. A meeting date will be scheduled at the earliest convenience of the parties. At the meeting, the applicant may make a verbal statement or offer written information only in support of his or her position. Witness testimony will not be taken. The decision of the Board is final.

A list of disqualified applicants under this section shall be provided to the Board with an explanation as to why disqualification occurred immediately upon disqualification.

Always subject to all applicable state and federal non-discrimination laws, rules and regulations, only the Commission may refuse to examine an applicant or, after examination, refuse to certify the applicant as eligible:

(h) Who uses or has used narcotics or intoxicating beverages to excess.

(i) Who has been convicted of any misdemeanor involving moral turpitude, excluding a conviction of Driving Under the Influence, or equivalent, within seven years prior to the deadline to submit an application.

(j) Who may be found disqualified in personal qualifications or health or physical qualifications as determined by cursory testing.

(k) Whose character and employment references are unsatisfactory.

An individualized assessment may be conducted prior to a disqualification related to criminal conduct to ensure the exclusion is job related and consistent with business necessity. Any applicant disqualified under (h), (i) and/or (k) of this Section shall have an opportunity to establish to the Board that he/she has been rehabilitated upon request as stated herein below.

Any applicant shall be notified by the Board of such disqualification and, upon written request made by the applicant within five days after receipt of such notice, shall be given the opportunity to appear before the Board to state why disqualification is inappropriate. A meeting date will be scheduled at the earliest convenience of the parties. At the meeting, the applicant may make a verbal statement or offer written information only in support of his or her position. Witness testimony will not be taken. The decision of the Board is final.

Section 4. INCOMPLETE APPLICATIONS

If the application is returned incomplete, the applicant will be disqualified.

Section 5. PHYSICAL AND MEDICAL EXAMINATIONS

After an offer of employment is made, applicants for original appointment shall be required to submit to a physical and medical examination by a licensed physician of the City's choice, and a psychological examination performed by a licensed psychologist or psychiatrist of the City's choice.

Applicants must have vision correctable to 20/20.

Section 6. AGE REQUIREMENTS

Applicants for the Fire Department must be at least 20 years of age, but shall not be appointed until said applicant reaches 21 years of age. All applicants must be under 35 years of age, except as otherwise provided below:

(a) If a person is placed on an eligibility list and becomes over-age before being appointed, the person remains eligible for appointment until the list is abolished.

(b) If a person was previously employed as a full-time Firefighter in a regularly constituted fire department of (i) any municipality or fire protection district located in Illinois, (ii) a fire protection district whose obligations were assumed by a municipality under Section 21 of the Fire Protection District Act, or (iii) a municipality whose obligations were taken over by a fire protection district.

(c) If a person has served a municipality as a regularly enrolled volunteer, paid-on-call, or part-time Firefighter for the five (5) years immediately preceding the time that the municipality begins to use full-time Firefighters to provide all or part of its fire protection service.

(d) If a person who turned 35 while serving as a member of the active or reserve components of any of the branches of the Armed Forces of the United States or the National Guard of any state, whose service was characterized as honorable or under honorable, if separated from the military, and is currently under the age of 40.

Proof of birth date will be required before appointment.

Section 7. NOTICE OF ACCEPTANCE

Human Resources will notify all applicants whose applications have been accepted by the Board to be present for subsequent examinations.

CHAPTER VI - EXAMINATIONS FOR ORIGINAL APPOINTMENT - FIRE

Section 1. PREREQUISITE FOR APPOINTMENT ELIGIBILITY

Prior to an offer of employment being made, applicants for the position of Firefighter/Paramedic must be licensed by the State of Illinois as an EMT-Basic or as a registered nurse who is less than two (2) years from obtaining a pre-hospital RN license.

Section 2. TIME OF EXAMINATIONS

Examinations for original appointment to the Fire Department shall be held every other year upon the dates fixed by the Board and advertised in the local paper in accordance with state law.

The Board reserves the right to schedule examinations for original appointment at such times as in the Board's opinion are needed.

Any examination or other scheduled examination may be postponed, however, 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.

Section 3. NOTICE OF EXAMINATIONS

A call for such examination shall be published by Human Resources in accordance with the City's Equal Employment Opportunity Policy and shall include a statement of the following:

- (a) The time and place where the first phase of the examination will be held.
- (b) A statement of the nature and types of examination required.
- (c) A statement that applications will be accepted for at least a two (2) week period, which shall terminate at least three (3) days before the date set for the first phase of the examination.
- (d) A statement that an eligibility list shall be prepared and posted by the Board at City Hall and at Fire Central Station within sixty (60) days from completion of the last phase of the examination and shall be sent to each applicant participating in the last phase of the examination.
- (e) A statement that an eligibility list shall not be valid for a period greater than two (2) years.

Section 4. TYPES OF EXAMINATIONS

There shall be three types of examinations: physical ability, written and oral. The subject matter of these examinations shall be such as will fairly test the capacity of the applicant to discharge the duties of the position for which the applicant seeks appointment.

Section 5. PHYSICAL ABILITY TEST

All applicants shall provide proof of the successful completion of the Candidate Physical Ability Test (CPAT) and ladder climb exercise by a licensed facility. For purposes of this Article VI, the Physical Ability Test shall be comprised of both the CPAT and ladder climb exercise.

If the City is able to hold a physical ability test, to be determined by Human Resources, applicants may either:

(a) Provide proof of successful completion of the CPAT by licensed facility issued within one (1) year prior to the date of the written examination; or

(b) Submit themselves to a bona fide, valid and job-related physical ability test in accordance with 65 ILCS 5/10-2.1-6.3 and as outlined in the initial application. Each applicant must submit to the examiner at the time of the physical ability test a valid driver's license for the purpose of verifying the applicant's identity. Applicants reporting after the posted starting time will not be allowed to participate. Applicants shall be graded on the basis of pass-fail.

If the City is unable to hold a physical ability test, to be determined by Human Resources, applicants must provide proof of successful completion of the CPAT by licensed facility issued within one (1) year prior to the date of the written examination.

Additionally, all applicants shall provide proof of the successful completion of the ladder climb exercise, in accordance with Illinois state statute, within one (1) year prior to the date of the written examination. Applicants not having completed the ladder climb exercise prior to the date of the written examination will be allowed to complete the ladder climb exercise on the date of the written examination. Applicants shall be graded on the basis of pass-fail.

Both the CPAT and ladder climb exercise must be successfully completed before applicants will be allowed to take the written examination. Applicants who are unable to provide proof of both the CPAT and ladder climb exercise on the date of the written examination will not be permitted to continue in the testing process.

Section 6. WRITTEN EXAMINATIONS

Only applicants who have passed the physical ability test will be permitted to participate in the written examination. Each applicant must submit to the examiner at the time of the written examination a valid driver's license for the purpose of verifying the applicant's identity. Applicants reporting after the posted starting time will not be allowed to participate.

Applicants shall submit themselves to a valid and job-related written examination as adopted by the Board.

The written examination shall be scored on a basis of 100% maximum score. The minimum passing score for the written examination will be based on the recommendation of the developer of the written examination and will be consistent

with minimally qualified performance in the Firefighter/Paramedic position. Applicants not receiving a score that is at or above the minimum passing score on the written examination shall have failed. An applicant who is the knowing recipient of test information in advance of the written examination shall be disqualified from the examination or discharged from the position to which he or she was appointed, as applicable, and otherwise subjected to disciplinary actions.

A preliminary eligibility register shall be posted and applicants who have passed the physical ability test and written examination will be placed on the preliminary eligibility register in order of their relative excellence.

Section 7. ORAL INTERVIEW

Only those with a score that is at or above the minimum passing score on the written examination will be eligible to participate in an oral interview.

The interview panel shall interview prospective candidates and shall be comprised of at least the following: at least two (2) commissioners, the Fire Chief or the Chief's designee, one (1) Deputy Chief, one (1) Fire Captain, and a representative from Human Resources. Individual panel members included must participate in all interviews for the particular position, except that a panelist will be excused if faced with an emergency situation that would create an undue hardship.

Questions shall be asked of the applicant that will enable the interview panel to evaluate and grade the applicant's ability to perform the core duties of the position. Each applicant shall be asked the same set of questions all of which shall comply with Equal Employment Opportunity Commission/Illinois Department of Human Rights guidelines.

Each member of the interview panel will then grade the applicant using a 100-point scale. The applicant's grade will be the average of the combined grades.

Within 60 days after the oral interviews are completed, an initial eligibility register shall be posted by the Board. The initial eligibility register shall rank candidates in the order of their relative excellence based on the highest to the lowest total points scored on the written examination and oral interview.

Section 8. PREFERENCE POINTS

Applicants who successfully complete the physical ability test, written exam and oral interview may claim preference points as outlined below:

(a) Veteran preference. Applicants who were engaged in the military service of the United States for a period of at least one year of active duty and who were honorably discharged therefrom, or who are now or have been members on inactive or reserve duty in such military or naval service, shall be preferred for appointment to and employment with the Fire Department. Applicants claiming veteran preference will receive five (5) points to be added to their final grade.

(b) Educational preference. Applicants who have successfully obtained an associate's degree in the field of fire service or emergency medical services, or a bachelor's degree from an accredited college or university shall be preferred for appointment to and employment with the Fire Department. Applicants will receive points to be added to their final grade as outlined below:

Associate's degree in fire service or emergency medical services	1 point
Bachelor's degree	2 points

No candidate shall receive more than two (2) points for educational preference.

(c) Paramedic preference. Applicants who have obtained certification as an Emergency Medical Technician-Paramedic (EMT-P) shall be preferred for appointment to and employment with the Fire Department. Applicants claiming Paramedic preference will receive 1 point to be added to their final grade.

(d) Experience preference. Applicants employed by the City of Moline, Illinois, who have been paid-on-call or part-time certified Firefighter II/Basic Operations Firefighter, State of Illinois or nationally licensed EMT-B or EMT-I, or any combination of those capacities shall be awarded 0.5 points for each year of successful service in one or more of those capacities, up to a maximum of 1 point. Applicants employed by the City of Moline, Illinois, who have been certified Firefighter III/Advanced Technician Firefighter and State of Illinois or nationally licensed Paramedics shall be awarded 1 point per year up to a maximum of 2 points. Applicants from outside the City of Moline, Illinois, who were employed as full-time Firefighters or Firefighter-Paramedics by a fire protection district or another municipality for at least 2 years shall be awarded 5 experience preference points.

Upon request by the commission, the governing body of the municipality or in the case of applicants from outside the municipality the governing body of any fire protection district or any other municipality shall certify to the commission, within 10 days after the request, the number of years of successful paid-on-call, part-time, or full-time service of any person. A candidate may not receive the full amount of preference points under this subsection if the amount of points awarded would place the candidate before a veteran on the eligibility list. If more than one candidate receiving experience preference points is prevented from receiving all of their points due to not being allowed to pass a veteran, the candidates shall be placed on the list below the veteran in rank order based on the totals received if all points under this subsection were to be awarded. Any remaining ties on the list shall be determined by lot.

(e) Upon the furnishing of verifiable evidence and proof of qualifying preference credit, preference points will be added to each candidate's final grade after the physical ability test, written examination and oral interview. Candidates who are eligible for preference credit shall make a claim in writing to Human Resources within 10 days after the posting of the initial eligibility list, or the claim shall be deemed waived.

Section 9. GRADING OF EXAMINATIONS

All grades are based on a maximum weighted grade of 100%.

<u>Examination</u>	<u>Grade</u>
Physical Ability Test	Pass or Fail
Written Examination	50% (weight) x (raw score / total available x 100)
Oral Interview	50% (weight) x (raw score / total available x 100)

Section 10. ELIGIBILITY REGISTERS

The Commissioners will approve three (3) eligibility registers as outlined below:

(a) Preliminary eligibility register. An applicant shall be placed on this list based on his or her passage of the physical ability component and his or her score on the written examination.

(b) Initial eligibility register. An applicant's position on this list shall be determined by the following: (i) the applicant successfully passing the physical ability component, (ii) the applicant's score on the written examination, and (iii) the applicant's results on the oral interview. The Commission shall post an initial eligibility register within 60 days of the oral interviews.

(c) Final eligibility register. Applicants shall be ranked on the final eligibility register in the order of their relative excellence based on the highest to the lowest total points scored on the written examination, oral interview and preference points.

A dated copy of the final eligibility register shall be sent to each person appearing thereon, and shall be posted at City Hall and Fire Central Station. This copy shall include the date of expiration of the register two (2) years hence.

The Commission may prepare and keep a second register of persons who have previously been full time sworn personnel of a regular fire department or fire protection district, provided that they are currently certified Firefighter II/Basic Operations Firefighter or equivalent by a State Agency with regulatory authority over the Department and have been with their respective agency for at least two (2) years. The persons on this register may have preference in hiring over non-certified candidates.

Section 11. REFERENCE CHECKS.

At the time of a vacancy, candidates who are ranked in the top 5% of the final eligibility register or the top 5 highest ranked candidates on the final eligibility register if the number of people who have a ranking in the top 5% of the eligibility register is less than 5 people shall have a reference check, a credit history check and a criminal history record check. The result of said checks shall be reviewed by the Board to determine if the applicant has a sound reputation, a satisfactory work record, a credit history with no pattern of avoiding just debts, and no criminal record involving felonies,

or misdemeanors of moral turpitude. The Board may disqualify an applicant on the basis of these checks, in accordance with applicable federal and state laws. In the event that the Board disqualifies an applicant on the basis of these checks, it shall send notice of such to the applicant and provide the applicant with an opportunity to appear before the Board to state why disqualification is inappropriate. A meeting date will be scheduled at the earliest convenience of the parties. At the meeting, the applicant may make a verbal statement or offer written information only in support of his or her position. Witness testimony will not be taken. The decision of the Board is final. An applicant disqualified shall have their name stricken from the Eligibility Register.

Section 12. PROFESSIONAL EXAMINATIONS AND TESTS

Appointment from the final eligibility register is subject to the applicant passing a thorough medical examination including drug screen by a licensed physician of the City's choice; appointment is further subject to the applicant passing, with a rating of "recommended" or better, a bona fide, valid and job-related psychological examination performed by a licensed psychologist or psychiatrist of the City's choice, both of which are conducted after an offer of employment is made. If more than one (1) year has elapsed from the date of testing for physical ability, appointment is also subject to the applicant retesting the valid and job-related physical ability test administered pursuant to Section 5 of this Chapter.

Section 13. FINALITY

All results, documents, tests, grade sheets, and other examination pages shall be, and become, the property of the Board and the grading thereof by the Board shall be final and conclusive.

Section 14. PROBATIONARY APPOINTMENT

The Board shall appoint to a vacant Firefighter/Paramedic position the person with the highest ranking on either final eligibility register, provided, said candidate has met all requirements previously listed. If the Board has reason to conclude that the highest ranked person fails to meet the minimum standards for the position or if the Board believes an alternate candidate would better serve the needs of the department, then the Board has the right to pass over the highest ranked person and appoint either: (i) any person who has a ranking in the top 5% of the final eligibility register or (ii) any person who is among the top 5 highest ranked persons on the final eligibility register if the number of people who have a ranking in the top 5% of the final eligibility register is less than 5 people.

Original appointments to the Fire Department shall be for probationary period of not less than one year, except as otherwise provided in the applicable labor agreement. Firefighters must obtain certification by the State of Illinois as a Firefighter II/Basic Operations Firefighter; and obtain or maintain a valid certification by the State of Illinois as a Paramedic or pre-hospital RN; and possess a valid Class B (Non-CDL), Illinois driver's license, or equivalent, within their probationary period.

Any candidate may pass on an appointment once without losing his or her position on the final eligibility register. Any candidate who passes a second time may be removed from the final eligibility register by the Board, unless the reason for passing on appointment was due to current active military service, or other protected leaves of absence, provided that such action shall not prejudice a person's opportunities to participate in future examinations, including an examination held during the time a candidate is already on the final eligibility register.

Regular appointments shall be made by the Board after receiving the recommendation of the Chief. Such recommendation shall be forwarded to the Commission at least one month prior to the one-year anniversary date of the original appointment. The Chief shall provide the probationary Firefighter/Paramedic notice of said recommendation within five (5) days after providing said recommendation to the Board. Said notice shall state whether the recommendation is to retain or dismiss the probationary Firefighter/Paramedic and the reasons therefore. The Commission shall act on said recommendation prior to the end of the probationary Firefighter/Paramedic's probationary period.

Section 15. PROBATIONARY DISCHARGE

The Chief of the department may discharge probationary Firefighter/Paramedics by providing the Board and the probationary Firefighter/P a notice in writing setting forth the reasons therefore. The Board may approve or disapprove said discharge without hearing. In no case shall a probationary Firefighter/Paramedic's discharge be effective until the Chief and the probationary Firefighter/Paramedic have received, in writing, from the Board, a notice that the Board has approved such discharge.

Section 16. CERTIFICATION

Final certification of probationary Firefighter/Paramedics shall be subject to certification by the State of Illinois as a Firefighter II/Basic Operations Firefighter; and certification by the State of Illinois as a Paramedic or pre-hospital RN; and possession of a valid Class B (Non-CDL) Illinois driver's license or equivalent within the prescribed probationary period. Inability to complete these requirements successfully shall be grounds for dismissal.

CHAPTER VII - PROMOTIONS - FIRE

Section 1. GENERAL

The Board provides for promotion in the Fire Department on the basis of those who exhibit the greatest potential qualities of leadership. Vacancies within the Fire Department for the ranks of Lieutenant and Captain shall be filled in accordance with Article XL of the Labor Agreement between the City of Moline, Illinois and The International Association of Firefighters, Local #581 (hereinafter "labor agreement"). Said article is incorporated herein and made a part hereof by this reference thereto. The rank of Deputy Chief shall be made from regularly promoted Lieutenants and regularly promoted Captains. Employees currently in the positions of Training Officer and Fire Inspector (Fire Marshal) will be eligible to apply for the rank of Deputy Chief provided they have been regularly promoted to the rank of Lieutenant or Captain.

Section 2. APPLICATIONS

Any eligible Fire Department employee desiring to submit to the promotional examination shall file an application with Human Resources on the form provided by the Board upon notice of pending promotional process. All applications will be forwarded to the Board.

Section 3. TYPES OF EXAMINATIONS

- (a) The promotional process for the ranks of Lieutenant and Captain shall be conducted in accordance with the labor agreement.
- (b) The promotional process for the rank of Deputy Chief may consist of an assessment center and oral interview. Testing may be conducted prior to an anticipated vacancy.

1. The assessment center may consist of at least three (3) individuals trained in the assessment center technique to conduct the assessment of the applicants for promotion to the rank of Deputy Chief. No more than one (1) assessor from any one department will participate in the assessment process. Maximum score is 100%. Applicants not receiving a score of at least 70% on the assessment shall not continue in the promotional process.

2. Oral interview is the next phase of testing. The interview panel shall consist of at least two (2) commissioners, the Chief, and two (2) chiefs from outside the department. A member of Human Resources will also participate in the interview process as a non-rating member and will act as moderator and coordinator. Maximum score is 100%.

3. The final promotional score will be determined as follows:

Assessment Center	50%
Oral Interview	50%

Section 4. ELIGIBILITY REGISTER

- (a) The Board will approve an Eligibility Register based upon the final score obtained by candidates.
- (b) The Eligibility Register shall certify candidates in the order of excellence based upon their final scores.
- (c) A dated copy of the Eligibility Register shall be sent to each person appearing thereon, and posted. These copies shall include the date of expiration of the register (as specified in the labor agreement for the ranks of Lieutenant and Captain; two (2) years for the rank of Deputy Chief).
- (d) Promotional appointment from the register shall be as follows:
 - Ranks of Lieutenant and Captain: In accordance with the labor agreement.
 - Rank of Deputy Chief: Following a review of the past three (3) annual performance evaluations, the Chief shall make a recommendation to the Board from the top three (3) candidates on the Deputy Chief eligibility register.
- (e) The Board may elect to provide for a new examination for the rank of Deputy Chief before a Register has expired.

Section 5. PROBATIONARY APPOINTMENT

All promotions shall be for a probationary period of six months from the original date of promotion.

Regular promotions shall be made by the Board from the Eligibility Registers resulting from the promotional process.

CHAPTER VIII - ORDER OF RANK, CLASSIFICATION AND OATH OF OFFICE

Section 1. RANK

The order of rank in the Police Department shall be as established by Section 32-17 of the Moline Code of Ordinances, and the number of positions authorized within each rank shall be established by the annual budget adopted by or as amended by the City Council. Such ranks presently established by said ordinance are as follows:

- Chief of Police
- Deputy Chief
- Lieutenant
- Sergeant
- Police Officer
- Special Police Officer

The order of rank in the Fire Department shall be as established by Section 11-2101 of the Moline Code of Ordinances, and the number of positions authorized within each rank shall be established by the annual budget adopted by or as amended by the City Council. Such ranks presently established by said ordinance are as follows:

- Fire Chief
- Deputy Chief
- Captain
- Lieutenant
- Firefighter/Paramedic

Section 2. BOARD'S USE OF RANK STRUCTURE

The Board uses said rank structures in the police and fire services for the purpose of establishing and maintaining standards of examinations and promotions based upon job descriptions, departmental regulations, and job analysis for all ranks other than the Chief of Police and Special Police Officer in the Police Department and Fire Chief in the Fire Department. In addition, the Board uses said rank structure to make any reductions in force or other layoff of personnel as required by Section 24-2305 (b) of the Moline Code of Ordinances.

Section 3. OATH OF OFFICE

Before any probationary, permanent, and promotional appointment and special police appointment is made, the appointee shall take the following oath of office before the Mayor, or City Clerk, or any person authorized to administer oaths in the State of Illinois:

I, _____, having been duly appointed as a _____ for the City of Moline, Illinois, do solemnly swear that I will support the Constitutions of the United States and the State of Illinois and will strictly adhere to the laws of the State of Illinois and the City of Moline and that I will faithfully discharge the duties of _____ for the City of Moline, Illinois, according to the best of my ability.

Subscribed and sworn to before me this ____ day of _____, _____.

Mayor

City Clerk

The City Clerk shall retain the original executed oath of office and shall provide a copy of same for the individual's personnel file.

Section 4. BOND

Appointees shall be added to the blanket "faithful performance" or "fidelity" bond of the City of Moline, or, in the event such bonding is refused, post an individual bond in the amount of \$5,000.00.

CHAPTER IX - DISCIPLINARY PROCEEDINGS

Section 1. JURISDICTION

The Board shall have review or appellate jurisdiction over all for cause discipline of a regularly commissioned employee in the fire department and regularly commissioned non-union employees in the fire and police departments when the disciplined employee requests in writing said review or appeal, except if otherwise provided in an applicable labor agreement.

Section 2. FILING OF CHARGES

Either the Police Chief or Fire Chief may file charges of misconduct against department staff who are under the jurisdiction of this Board, consistent with the Rules stated herein as well as the applicable collective bargaining agreements.

Charges may be filed by reducing the allegations to writing in complaint form and filing four (4) verified complaints with the Secretary of the Board and by serving a verified complaint on the officer and the City's Corporation Counsel.

Section 3. SUSPENSION PENDING HEARING

The Board may order the suspension without pay of an employee against whom proper charges have been filed when it determines that it has jurisdiction under these Rules and the applicable collective bargaining agreement and when it determines, after examining the seriousness of the charges and the recommendations of the appropriate chief relating to the adequacy of action short of immediate suspension, that the good order of the department requires such action. Such suspension shall not exceed thirty (30) days, unless extended by the Board.

The Board shall serve any such order of suspension on the employee suspended, on the chief of the appropriate department, and on the Human Resources Director , and such order shall be effective upon service of the chief.

If, upon appeal, the Board determines that cause does not exist to discipline an employee so suspended, said employee shall receive payment of their wages for the period of suspension without pay.

Section 4. PRE-HEARING PROCEDURES

The Secretary of the Board shall cause notification of hearing to be served at least five (5) days prior to said hearing upon the complainant and respondent and upon the City's Corporation Counsel and any legal counsel having entered in writing an appearance.

The matter of granting or refusing to grant a continuance of a hearing is within the discretion of the Board; however, no hearing shall be continued at the request of any party unless such request is filed in writing with the Secretary of the Board at least three (3) days prior to the scheduled hearing date and served upon all other parties. Should an employee be suspended pending hearing, no continuance will be granted

unless requested by such employee. Such a request must be accompanied by a waiver of compensation.

Parties may enter into stipulation in writing for continuance and evidentiary stipulations either in writing or on the record at any time prior to, during, or within five (5) days after the hearing. Any such evidentiary stipulation shall be considered as evidence admitted at the hearing.

Motions or any other pleading relating to the sufficiency of the complaint must be filed in writing with the Secretary of the Board and served upon all other parties at least twenty-four (24) hours prior to the scheduled hearing date and time. Said motions or other pleadings shall be disposed of by the Board on the hearing date but prior to receipt of evidence relating to the complaint. If the Board determines that a ruling on a motion or pleading should be reserved until the close of the hearing, the Board shall make the ruling within its Findings of Facts, Conclusions of Law, and Order.

No responsive pleading is required to be filed by the respondent; however, such a pleading may be filed, and any facts admitted therein shall be considered as evidence admitted at the hearing.

Section 5. SUBPOENAS

Any party may request that the Board subpoena a person residing or employed within the State of Illinois by filing a request in writing with the Secretary of the Board no more than seven (7) days after service of the complaint upon the respondent. Service of subpoenas shall be as provided for civil cases in the Supreme Court Rules.

Any request for continuance by reason of inability to obtain service of a subpoena shall be made in writing to the Secretary of the Board at least three (3) days prior to the scheduled hearing date. Said request shall summarize the testimony expected to be given by the person upon whom service of the subpoena has not been obtained, the necessity of that testimony to the requesting party's case or defense, and the efforts made to serve the subpoena upon the person.

Section 6. AMENDMENTS

At any time prior to decision by the Board a complaint or other pleading may be amended by written motion filed with the Secretary of the Board when said amendment is determined not to be prejudicial to another party. At the close of the hearing the Board may entertain motions to amend pleadings to conform to the evidence; and the Board, provided no objection was entered to the admission of the relevant evidence, shall allow same as a matter of right.

Section 7. HEARING PROCEDURES

In cases other than those initiated or approved by the Chief or their designated authority or the City Administrator, or when such case, although so initiated has not included or involved the City's Corporation Counsel in any review or preparation thereof (and the City's Corporation Counsel determines, in the exercise of their

independent professional judgment that representation of the Board would otherwise be appropriate), the City's Corporation Counsel shall represent the Board and serve as the hearing officer with authority to rule on the admissibility of evidence and other matters of hearing procedure subject to the power of the Board to overrule said rulings. In cases in which the City's Corporation Counsel does not represent the Board but represents the Chief or their designated authority, the Board shall hire either independent counsel or proceed unrepresented as it deems proper. In the event independent counsel is employed, that person shall act as a hearing officer; in all other cases the Chairman of the Board shall act as hearing officer.

The party filing the complaint has the burden of persuasion by a preponderance of the evidence and has the first burden of production. Therefore, the order of the hearing shall be as follows:

1. Reading the complaint (unless waived in writing by respondent);
2. Opening statements;
3. Receipt of evidence and testimony on behalf of complainant;
4. Receipt of evidence and testimony on behalf of respondent;
5. Receipt of rebuttal evidence and testimony; and
6. Closing statements.

All parties shall have the right to cross-examine witnesses presented by the opposite party, and all testimony shall be under oath administered either by a person authorized by law to administer oaths or the Chairman of the Board.

Hearings before the Board are not common law proceedings and, therefore, the provisions of the Code of Civil Procedure shall not apply. The rules of evidence for courts of law shall not apply, and the Board may admit into evidence any matter or testimony that is relevant, reliable, and not unduly prejudicial in its opinion.

Hearings before the Board shall be public unless requested by the respondent in writing to be closed. However, the Board may adjourn to executive session to deliberate on proposed rulings. No final vote or action may be taken during such closed or executive sessions.

Proceedings before the Board shall be held within the time required by statute unless an extension of that time is granted by the Board. Proceedings shall be recorded by a reporter to be employed by the Board; however, the record of proceedings shall not be transcribed by said reporter unless requested to do so by the Board or any party.

Section 8. FILING AND SERVICE

The Board hereby designates the Recording Secretary as the person to receive all documents, papers, pleadings, and complaints on behalf of the Secretary. Therefore, such matters shall be filed with the Recording Secretary by personally serving or mailing to the following:

Secretary of the Board of Fire and Police
Commissioners of the City of Moline, IL
c/o Recording Secretary
Moline Police Department
1640 6th Avenue
Moline, IL 61265

Service of all papers required by this Chapter to be served on another party may be obtained by personally delivering same to the party designated or by leaving it at the residence of the party with a member of the party's household who has attained the age of thirteen (13) years or more or by mailing it to the designated party by depositing it in the United States mail in an envelope properly addressed, postage prepaid, to the party's last known address. In the case an attorney has entered an appearance on behalf of a party, service on the attorney instead of the designated party may be made by mail or personally delivering it to the attorney's office.

Proof of service may be by affidavit of mailing, affidavit of personal service, or by a return receipt if mailed by certified mail, provided the return receipt shows the date of delivery and name of person receiving it.

In the event a document, paper, pleading, or complaint is served by mail, it shall be considered served or filed the date which is postmarked on the envelope in which it is delivered.

Section 9. APPELLATE JURISDICTION PROCEDURES

A chief of a department or their designated authority may issue all discipline for a regularly commissioned employee in the fire department and regularly commissioned non-union employees in the fire and police departments for a period of five (5) days or less provided the chief or their designated authority provides to the employee in writing notice of the charges lodged against the employee as provided in Chapter IX and affords the employee a pre-disciplinary hearing at which the employee may make any statements or ask that any person be present to speak on the employee's behalf.

An employee so disciplined may invoke the appellate jurisdiction of the Board by filing a notice of appeal with the Secretary of the Board and the chief within seventy-two (72) hours after receipt in writing of the notice of discipline. The chief shall then file the notice of charges and notice of discipline with the Secretary of the Board, and the Board shall hear the appeal de novo under the same rules as original jurisdiction cases except those contained in Section 2. There is no right to appeal a lack of discipline imposed against an employee by the chief or their designated authority.

The Board shall have the right to sustain, reverse, or modify the chief's decision; and the right of modification shall include the power to suspend for a period not to exceed thirty (30) days, or to discharge the employee.

Section 10. AUTHORIZED DISPOSITIONS

For original jurisdiction contained in Section 2 and appellate jurisdiction, the Board may issue a written reprimand, suspend an employee for a period of not more than thirty (30) days, or discharge an employee, subject to the limitations set forth in Section 9, when it finds that an employee has violated the rules and regulations of the appropriate department governing performance and conduct of employees or has acted in some fashion that any reasonable person would know is wrong, unlawful, or detrimental to the discipline and efficiency of the department.

The Board recognizes that efficiency is served by adopting the progressive discipline model of organizational behavior--i.e., the severity of discipline should reflect the severity of the offense and discipline should be used to cause a person to conform his behavior to the expected norm and should escalate only when a person once disciplined for the same or similar cause has failed to do so; therefore, the Board hereby adopts said model as a basis for establishing severity of discipline unless there is strong justification to depart therefrom.

At the close of any hearing held pursuant to this Chapter, the Board shall establish a date by which each party shall file in writing a suggested Finding of Facts, Conclusions of Law, and Order. The Board may adopt part or all of any such suggested decision or may develop its own decision; however, its decision shall take the form of Finding of Facts, Conclusions of Law, and Order.

Section 11. MISCELLANEOUS RULES

Nothing herein is intended to deprive an employee or any other person of legal representation; therefore, any party to a proceeding may be represented before the Board by legal counsel authorized to practice law in the State of Illinois.

Motions for rehearing or reconsideration and post hearing motions other than those specifically described hereinabove will not be entertained by the Board; however, the Board may reopen a hearing if, upon sufficient affidavit filed with the Secretary of the Board within ten (10) days after decision by the Board, it appears that necessary evidence not available by due diligence to either party is now available.

Any paper or other document unless on a form specified by the Board shall conform to the following:

1. Be typewritten or printed in ink and double spaced (other than quotations);
2. Be on paper 8-1/2 inches wide by 11 inches long and on only one side of said paper;
3. At least one of each paper or document filed with the Board shall be signed in ink; and
4. If papers are filed by an attorney, his/her name, address, and business phone number shall appear thereon.

The time within which any act under this Chapter IX is to be done shall be computed by excluding the first day and including the last, unless the last day is Saturday, Sunday or a holiday as observed by the City or as defined or fixed in any statute now or hereafter in force in the State, and then such Saturday, Sunday or holiday shall be excluded. If the day succeeding such Saturday, Sunday or holiday is also a Saturday, Sunday or holiday, then such succeeding day shall also be excluded.

CHAPTER X - LAYOFFS, RECALLS, AND OTHER NON-DISCIPLINARY DISCHARGES

Section 1. LAYOFFS

The Board shall have the duty to lay off members of the fire and police departments and shall follow the procedures of Section 24-2305 of the Moline Code of Ordinances.

A layoff shall be necessary when the Mayor or his designated representative informs the Board by filing in writing with the Secretary that the force of one of the departments has been reduced, when a position or positions are displaced because of a member of the force being returned to active duty from disability, or when a position is abolished either as a reorganization of the department or other reason. In case of displacement of position because a member of one of the departments is returned to active duty from disability, the Board is authorized to and may withhold layoff and, if necessary, exceed the authorized strength of the department or any rank within the department for a period not to exceed one hundred eighty (180) calendar days. If a vacancy fails to occur within said one hundred eighty (180) day period, the Board shall then follow the procedures for layoff in other cases.

Seniority in rank shall prevail for all layoffs, and the officers and members reduced in rank or removed from the service of their departments shall be considered furloughed from said rank or from said department without pay.

Section 2. RECALL

When any position which was vacated because of the reasons stated in Section 1 above is reinstated, the Board shall notify those members furloughed without pay by registered mail of such reinstatement of positions, and said notified members shall have prior right to such positions if otherwise qualified. In all cases seniority shall prevail.

Written application for such reinstated position must be made by the furloughed person within thirty (30) days after notification has been provided as above, and such person may be required to submit to examination by physicians of both the Board and the applicable pension board to determine fitness of said person for the reinstated position.

Section 3. NON-DISCIPLINARY DISCHARGES

The Board shall not have jurisdiction of discharges which are not considered disciplinary or for cause discharges under Chapter IX hereof. Examples of such discharges are discharges for failure to maintain residency, failure to maintain any certification required by the City, disability, any matter established by ordinance or memoranda of understanding between the City and the respective departments calling for an automatic termination or continued compliance, mandatory retirement, or other similar reasons. Except for disability and mandatory retirement as to which the Board shall have no power, the Board shall have the power to determine upon written request of the affected officer or member whether there exists facts to substantiate the

discharge; however, the action of the City shall be presumed valid and the affected officer or member shall have the burden of establishing lack of validity. The Board shall conduct any hearing to determine whether said facts exists or not in an informal manner and shall record said hearing by mechanical or electronic recording device but shall not require the services of a certified court reporter.

CHAPTER XI - SEVERABILITY

The Chapters, sections, paragraphs, sentences, clauses and phrases of these Rules are severable, and if any phrase, clause, sentence, paragraph, section or chapter of these Rules shall be declared unconstitutional, illegal, invalid or unenforceable by the valid judgement or decree of a court or entity of proper and competent jurisdiction, such unconstitutionality, illegality, invalidity, or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs, sections or chapters of these Rules.

- 4/19/93 Fire & Police Commission approval entrance for fire and police
- 8/23/94 Council approval (fire and police entrance rules)
- 5/95 Council approval fire "Promotions"
- 9/95 F & P Commission approval of police "Promotions"
- 12/95 Council approves police "Promotions"
- 02/11/97 F & P Commission approval of fire "entrance" rule amendments
- 02/25/97 Council approves fire "entrance" rule amendments
- 03/11/97 F & P Commission approves "Fire Promotions" rule amendments
- 04/22/97 Council approves "Fire Promotions"
- 02/10/98 F & P Commission approves amendments to "Examinations for Original Appointment-Fire", "Promotions-Fire", and "Order of Rank, Classification and Oath of Office."
- 07/13/99 F & P Commission approves amending Section 5, "Written Examinations" by lowering the passing written score to 70% and Section 6, "Oral Interview" by requiring oral interviews for only the top 25 passing written scores.
- 08/17/99 Council approves the immediate above change (Council Bill 99-183).
- 05/09/2000 F & P Commission approves amendments to "Chapter IV - Promotions - Police" by adding a review panel and adjusting the final grade scoring percentages.
- 05/23/2000 Council approves the immediate change as listed above (Council Bill 00-94).
- 12/11/2001 F & P Commission approves amendments to Chapter II - Applications for Original Appointment - Police (implementing 40-year maximum age limitation for applicants); Chapter III - Examinations for Original Appointment - Police and Chapter IV - Promotions - Police (deleting reference to outdated appendices); Chapter V - Applications for Original Appointment - Fire (implementing 40-year maximum age limitation for applicants); Chapter VI - Examinations for Original Appointment - Fire (limits interviews to top 25 candidates passing the written exam and establishes education credits for specific certifications and degrees); Chapter VII - Promotions - Fire (increases maximum assessment center participants from five to six).
- 12/18/2001 Council approves immediate changes as listed above (Council Bill 01-342).

- 01/08/2002 F & P Commission approves amendments to Chapter III - Examinations for Original Appointment - Police, Chapter IV - Promotions - Police, Chapter VI - Examinations for Original Appointment - Fire, and Chapter VII - Promotions - Fire, changing the grading definitions from "x raw score" to "weight x (raw score / total available x 100)."
- 01/22/2002 Council approves immediate changes as listed above (Council Bill 02-21)
- 12/09/2003 F & P Commission approves amendments to Chapter VI – Examinations for Original Appointment - Fire (adopting a prerequisite for appointment eligibility – must have Illinois EMT-P certification by the time of the appointment); Chapter VII – Promotions – Fire (rescinding prior Chapter VII in its entirety, and enacting a new Chapter VII to comply with statutory changes – pending negotiation of weights with IAFF #581); Chapter IX Disciplinary Procedures (amending Section 7 – Hearing Procedures to provide representation of the board by the City Attorney when not involved in the review or preparation of the pending case)
- 04/13/2004 F & P Commission approves additional amendment to Chapter VI – Examinations for Original Appointment – Fire (adding a Fire Captain to the oral interview process), and grants preliminary approval, pending review of final draft, of the negotiated amendment to Chapter VII – Promotions – Fire (incorporating the provisions of Article XLI of the labor agreement between the City of Moline and IAFF #581 for conducting the promotional process for fire Lieutenants and captains, and detailing the process for promotion to Deputy Chief). 05/12/2004 - Commissioners polled - final draft reviewed/approved.
- 05/18/2004 Council approves immediate changes as listed above (Council Bill # 1124-2004)
- 08/22/2005 F & P Commission approves amendment to Chapter VI – Examinations for Original Appointment – Fire (addition of pre-hospital RN as an acceptable prerequisite certification for appointment).
- 09/06/2005 Council approves immediate changes as listed above (Council Bill #1217-2005).
- 11/08/2005 F & P Commission approves amendment to Chapter V – Applications for Original Appointment – Fire (addition of psychological examination; Chapter VI – Examinations for Original Appointment – Fire (Section 8 – Education – add pre-hospital RN; Section 11 – Reference Checks - the top three candidates to have background investigations at the time of a vacancy; Section 13 – Professional Examinations and Tests – addition of psychological examination and repeat of physical agility if more than six months elapsed; Appendix A – Crimes Involving Moral Turpitude – Addition of “Driving Under the Influence (within five years past).”

- 12/13/2005 F & P Commission approves amendment to replace "Personnel Office" with "Management Services Office" throughout the rules.
- 01/03/2006 Council approves changes as listed above (Council Bill 1002-2006).
- 01/26/2006 F & P Commission approves amendment to Chapter VII – Promotions – Fire," and "Chapter VIII – Order of Rank, Classification, and Oath of Office – addition of Fire Battalion Chief rank and promotional process.
- 02/07/2006 Council approves changes as listed above (Council Bill 1018-2006).
- 06/22/2007 F & P Commission approves amendments to Chapter III - Examinations for Original Appointment – Police – provision of subsequent rounds of oral interview to establish an Eligibility Register of 25 candidates.
- 06/26/2007 Council approves changes as listed above (Council Bill 1129-2007).
- 03/06/2008 F & P Commission approves amendments to Chapter VI - Examinations for Original Appointment – Fire – provision of subsequent rounds of oral interview to establish an Eligibility Register of 25 candidates.
- 03/11/2008 Council approves changes as listed above (Council Bill 1051-2008).
- 04/12/2011 F & P Commission approves amendments to Chapter II - Applications for Original Appointment – Police – provision to allow the Police Chief to refuse, under specific circumstances, to examine an applicant or, after examination, refuse to certify an applicant as eligible for appointment.
- 04/26/2011 Council approves changes as listed above (Council Bill 1077-2011).
- 12/18/2012 F&P Commission approves amendments to Chapter IX – Disciplinary Proceedings – allows chiefs to issue all discipline up to and including discharge. Provides exclusive appellate jurisdiction before the board for discipline of 5 days or less, and gives the disciplined officer the option of pursuing either board appeal or the grievance/arbitrator process for discipline exceeding 5 days.
- 12/18/2012 Council approves changes as listed above (Council Bill 1285-2012).
- 02/12/2013 F&P Commission approves amendments to Chapter VII – Promotions – Fire – setting the examination process for promotion to the rank of Battalion Chief and Deputy Chief to consist of an assessment center and oral interview; and to Chapter VIII – Order of Rank, Classification and Oath of Office to correct the ranking of Deputy Chief and Battalion Chief to be the same, and the rank of Firefighter to Firefighter/Paramedic.
- 02/19/2013 Council approves changes as listed above (Council Bill 1028-2013).

- 08/05/2013 F&P Commission approves amendments to Chapter I (Administration), Chapter V (Applications for Original Appointment – Fire), Chapter VI (Examinations for Original Appointment – Fire), and Chapter VII (Promotions – Fire), to conform to new statutory regulations, amend procedures for disqualification to mirror that in the police section, and make other minor corrections.
- 08/13/2013 Council approves changes as listed above (Council Bill 1127-2013).
- 08/27/2013 F&P Commission approves amendments to Chapter I (Administration), Chapter II (Applications for Original Appointment – Police), Chapter III (Examinations for Original Appointment – Police) and Chapter IV (Promotions – Police) to bring the Board and the City in compliance with State statute and correct minor inaccuracies throughout the specified chapters of the Rules and Regulations.
- 09/10/2013 Council approves changes as listed above (Council Bill 1140-2013).
- 01/16/2014 F&P Commission approves amendment to Chapter IV (Promotions – Police) to change the weights allocated to types of examinations for promotion to rank of Lieutenant.
- 01/28/2014 Council approves changes as listed above (Council Bill 1010-2014).
- 11/04/2014 F&P Commission approves amendment to Chapter VI (Examinations for Original Appointment – Fire) to allow the City the option of holding a physical ability test or accepting proof of successful CPAT and ladder climb exercise completion, and to provide for a minimum passing score on the written examination.
- 12/02/2014 Council approves changes as listed above (Council Bill 1165-2015).
- 09/02/2015 F&P Commission approves amendment to Chapter V (Applications for Original Appointment – Fire) to require that, in order to apply, an applicant must be certified as a National or Illinois EMT-B or a registered nurse who is less than two (2) years from obtaining a pre-hospital RN license.
- 09/22/2015 Council approves changes as listed above (Council Bill 1109-2015).
- 01/12/2016 F&P Commission approves several amendments to Chapters I, II, V, VI, VII, VIII, IX and X. The changes were the result of FOP negotiations, IAFF negotiations and interest arbitration. Other amendments were housekeeping in nature.
- 02/02/2016 Council approves changes as listed above (Council Bill 1008-2016).
- 03/21/2016 F&P Commission approves amendments to Chapters IV (Promotions-Police) and VII (Promotions-Fire) to remove a maximum number of assessors for an assessment center.

- 03/22/2016 Council approves changes as listed above (Council Bill 1041-2016).
- 05/18/2016 F&P Commission approves amendment to Chapter IV (Promotions-Police) to remove a maximum number of assessors for an assessment center for rank of Lieutenant.
- 06/07/2016 Council approves changes as listed above (Council Bill 1076-2016).
- 06/20/2017 F&P Commission approves amendment to Chapter IV (Promotions-Police) to include the use of veterans preference points.
- 07/25/2017 Council approves changes as listed above (Council Bill 1123-2017).
- 02/06/2018 F&P Commission approves amendment to Chapters V (Applications for Original Employment-Fire) and VI (Examinations for Original Employment – Fire) with respect to certification and license requirements.
- 02/27/2018 Council approves changes as listed above (Council Bill 1032-2018).
- 2/22/2022 F&P Commission approves amendment to Cover Page; Deletion of Appendix A; Chapter I Section 2, 3, 4, 8, & 9; Chapter II Section 1, 2, 3, 6, 7; Chapter III Section 1, 2, 4, 6, 8, 9, 12, 13, 14; Chapter IV Section 1, 2, 3, 4; Chapter V Section 2, 3, 6, 7; Chapter VI Section 3, 5, 6, 7, 8, 10, 11, 12, 14, 15, 16; Chapter VII Section 1, 2, 3, 4; Chapter VII Section 1; Chapter IV Section 1, 2, 3, 4, 7, 9, 10, 11; Chapter X Section 1, to correct minor inaccuracies throughout the specified chapters of the Rules and Regulations as well as minor modifications to police age requirements, police physical agility test waiver, secondary police officer eligibility register, deletion of Police Captain rank, deletion of Fire Battalion Chief, secondary firefighter eligibility register and clarification of the Disciplinary Proceedings related to non-union employees in the police department.
- 03/1/2022 Council approved changes (Council Bill 1045-2022)
- 08/09/2022 F&P Commission approves amendment to Chapters III (Applications for Original Employment-Police) Section 3, 5, 7 8 with respect to the establishment of a lateral hiring program.