

ORDINANCE 2019-123

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

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

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

WHEREAS, the Recommended Amendments to the Rules do not strictly follow the Board of Fire and Police Commissioners Act 65 ILCS 5/10-2.1-15; thus, the Recommended Amendments must be effectuated through the Village Board’s approval using the Village’s home rule authority; and

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

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

SECTION 1: APPROVAL OF AMENDMENTS

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

SECTION 2: EFFECTIVE DATE

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

SECTION 3: PUBLICATION OF AMENDED RULES

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

SECTION 4: ORDINANCE NUMBER

This ordinance shall be known as ordinance number 2019-123.

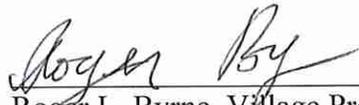
Dated the 13th day of August 2019.

Adopted by roll call vote as follows:

AYES: 7 – Brown, Schultz, Marquardt, Koch, Oppenheim, Takaoka, Byrne

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 - None



Roger L. Byrne, Village President

PASSED: 08/13/2019

APPROVED: 08/13/2019

ATTEST: 08/13/2019



Mark Fleischhauer, Village Clerk

EXHIBIT A-AMENDED RULES

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

ADOPTED: June 1, 1999
REVISED: August 08, 2019
PUBLISHED:
EFFECTIVE:

Richard Chiarello, Chairman
Village of Vernon Hills
Board of Fire and Police Commissioners

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

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

Chapter I-Administration

Section 1-Source of Authority.

The Board of Fire and Police Commissioners of the Village of Vernon Hills, Illinois derives its power and authority from an Act of the General Assembly entitled, "Division 2.1 Board of Fire and Police Commissioners," of Chapter 65 of the Illinois Compiled Statutes ("the Act") and from the Home Rule authority granted to the Village by Article 7, Section 6 of the Constitution of the State of Illinois.

Section 2-Definitions.

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

Section 3-Officers of Board and Their Duties.

On the first meeting of every year, the Board shall elect a Chairman and a Secretary. They shall hold office until the end of the calendar year and until their successors are duly elected and qualified. The Chairman shall be the presiding officer at all meetings. The Secretary shall keep the Minutes of all meetings of the Board in a permanent record book and shall be the custodian of all the forms, papers, books, records and completed examinations of the Board.

Section 4-Meetings.

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

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

Section 5-Quorum.

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

Section 6-Order of Business.

The order of business at any meeting shall be:

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

Section 7-Procedure.

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

Section 8-Records.

The Commission shall keep such records as are deemed necessary.

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

- ii. Form of Correspondence from the Chief of Police -When making written notifications or requests on any matter requiring approval, endorsements or grants of permission from the Commission, the Chief of Police shall provide the Commission with the signed original and duplicate copy of same upon his letterhead.
- iii. Certificate of Appointment - The Secretary shall prepare or cause to be prepared the certificate of appointment required by Illinois law.
- e) Purging of the Commission Files -The Secretary of the Commission may, pursuant to the Local Records Act and with the consent of the Commission, remove, delete, store or destroy any reports, communications, correspondence, folders, examinations and etc., which have been in the Commission files in compliance with the Illinois Compiled Statutes.
- f) Federal Records -The Commission Secretary shall keep or cause to be kept such records of race and sex as may be required by federal or state authority and shall take such measures as the Commission may deem necessary, to assure that they remain separate from and do not affect the selection process.
- g) Addresses of Eligibles -- The Secretary shall maintain a roster of the current addresses and phone numbers of all candidates on original lists of eligibles. Candidates whose names are placed on a list of eligibles must notify the Secretary of any changes of address and phone numbers while their names remain on such list. Names of candidates who fail to notify the Secretary of a change in address and phone number shall be stricken from the list.
- h) Certifications and Registrations - The Commission shall request and maintain on an annual basis a current list of all recognized professional service vendors and copies of their current certifications and/or registrations.

Section 9-Rules.

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

Chapter II-Applications

Section 1-Residence.

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

Section 2-Application.

Applications for a position shall be filed upon blank forms furnished by the Commission, and applicants must comply with the requirements of said form. The application must be filed with the Board prior to taking an examination.

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

Prior to the posted deadline, the applicant shall furnish with their application a copy of Birth Certificate, High School Diploma or G.E.D. Certificate and a certified copy of his or her college transcripts and any degree earned from an accredited college or university listed in the United States Department of Education Database of Postsecondary Institutions and Programs. If applicable, the applicant shall furnish any Military Service Records, including Discharge Papers (DD Form 214). The applicant shall complete the Preference Points section of the application with the appropriate documentation in order to be considered for Preference Points.

Any false statements, misrepresentations, or omissions, knowingly made by a person in an application for examination, connivance in any false statement made in any certificate, which may accompany such application or complicity in any fraud touching the same, shall be regarded as good cause for exclusion from the examination and bar to employment.

Section 3-Disqualification.

The Board may refuse to examine an applicant or, after examination, to certify him 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 essential job functions of the position to which he or she seeks appointment.
- c) Who is addicted to the use of intoxicating beverages or is found to have taken or used drugs and/or narcotics illegally.
- d) Who has been convicted of felony or any misdemeanor involving moral turpitude, as specified in §10-2.10-6 of the Act.
- e) Who has been dismissed from any public service for good cause.
- f) Who has attempted to practice any deception or fraud in his or her application.
- g) Who may be found disqualified in personal qualifications or health.
- h) Whose character and employment references are unsatisfactory.
- i) Who does not possess an at least 60 hours of study from an accredited institution of higher learning.

- j) Who has applied for a position of a police officer and is or has been classified by his or her Local Selective Service Draft Board as a conscientious objector.
- k) Who has not successfully completed the background or psychological examination, or who has made admissions of criminal conduct during the polygraph examination that would otherwise preclude them from consideration for the position of police officer (as outlined in §10-2.10-6 of the Act) shall be ineligible to re-apply to the Vernon Hills Police Department for a period of four years from the date of written notification.

Any applicant, or eligible deemed disqualified hereunder shall be so notified by the Board.

Section 4-Defective Applications.

Applications shall not be rejected for minor omissions or deficiencies. Defective applications must be corrected by the applicant by the date of the written examination provided the applicant is not otherwise disqualified for the position sought.

Section 5-Physical and Medical Examinations.

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

Section 6-Age Requirements.

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

Section 7-Notice of Acceptance.

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

Section 8-Release of Liability.

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

Chapter III-Examinations

Original Appointments

Section 1-Notice of Examinations.

Examinations shall be held on the dates fixed by the Board and advertised in a local paper in accordance with the Statutes of the State of Illinois and the Rules stated herein. Examinations may be postponed, however, by order of the Commission, which order shall state the reason for such postponement and shall designate a new date for said examination. Whenever practicable, the Board shall notify applicants of the postponement of any examination and of the new date fixed for said examination. All notices of examinations shall include a brief description of all necessary steps in the examination process.

Section 2-Examinations.

The Board may call examinations to fill vacancies for the position of police officer. A call for such examination shall be entered in the Minutes of the Board and shall include a statement of:

- a) The time and place where such examination will be held.
- b) The location where applications may be obtained and the date by which applications must be returned to the Board.
- c) The position to be filled from the resulting eligibility list.

Section 3-Employment Examinations.

Applicants must attend any orientation program sponsored by the Board. In addition, applicants shall be required to participate in the physical ability test, written examination, oral interview, background investigation, psychological examination, polygraph examination, and medical examination (including drug screening) as determined by the Board. Such examinations shall be without expense to the applicant. Examinations will be administered, scored, evaluated and interpreted in a uniform manner. No examinations shall contain questions regarding applicant’s political or religious opinions or affiliations.

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

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

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

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

Section 4- Banding.

- a) Following completion of the written examination and the application of Preference Points as outlined in Section 7 below, the Board may set a maximum number of applicants which will be permitted to participate in the initial Oral Interview. This process is called “banding”. When banding is used, the Board shall determine to the best of its ability, after completion of the written examination, the number of applicants who are likely to be screened from the Register of Eligibles being created, based on anticipated hiring needs during the term of the Register of Eligibles (the “Anticipated Hire Number”). From such determination, the Board may divide the applicants into bands, the first of which band may include three times (3x) the Anticipated Hire Number, but not fewer than the lesser of twenty (20) applicants or fifty percent (50%) of the total number of eligible applicants. Subsequent bands shall be designated by the Board from time to time, each of which subsequent bands shall include a number of applicants at least equal to one-half of the number of applicants that

were included in the first band, or all remaining eligible applicants, whichever is less. If the above calculation results in less than a full number, then the number of applicants shall be rounded upward. Where the number of applicants who achieve the minimum passing grade in any examination exceed the limits set by the Board for the next phase of testing, the applicants with the highest cumulative score from the prior examination phases, up to such limits, shall be permitted to continue with the testing process; provided, where such limits are reached, and there is more than one applicant with the same cumulative score competing for the last available slot, all such applicants shall be entitled to continue in the examination process.

- b) Deferral Based on Band Placement. The Board may defer all subsequent elements of an examination for all applicants who are not included in the highest band being tested by the Board after the scoring of the written examination. Those elements may be deferred until the Board determines that the Register of Eligibles for which the examination is being administered contains, or may contain, fewer applicants than the Board determines to be sufficient to properly fill the existing or potential vacancies in the entry level rank. In the event of such deferral, all applicants for whom examination elements have been deferred shall not be ranked on a Register of Eligibles pursuant to these Rules until after the deferred examination elements have been administered to those applicants in the next highest band and such succeeding bands as the Board determines is appropriate.
- c) Deferral Based on Existence of Vacancies. All examination elements after administration of the final oral examination may be deferred by the Board for all applicants until the Board receives notice from Village Manager that a vacancy exists or is anticipated in the entry level rank. In the event of such deferral, all applicants who have successfully completed all examination elements that have been administered shall be ranked on the Initial Eligibility Lists and shall be integrated into the Register of Eligibles subject to the condition that they successfully complete each deferred element of the examination at such time as it is administered. When the Board receives notice of a vacancy or anticipated vacancy from the Village Manager, the Board shall administer the deferred examination elements to the same number of the highest ranking applicants who still qualify to remain on the Register of Eligibles and who have not been so previously examined as there are vacancies to be filled and such additional number of the next highest ranking applicants as the Board thereafter shall determine, either before or after receiving the results of the examination of the highest ranking applicants.

Section 5-Examination Papers.

All examination papers shall be and remain the property of the Board and the grading thereof by the Board shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description. Candidates who fail to achieve a passing grade will be notified and eliminated from all further consideration.

Section 6-Initial Oral Interview.

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

Section 7-Preference Points.

Preference points shall be awarded as follows:

- a) Qualification. An applicant for an entry level may receive preference points if that applicant qualifies for those points under this Section. Not more than a total of five (5) preference points may be awarded to any entry-level applicant for either military preference points or education preference points, provided that a proper and valid claim for a preference has been made and only if the standards for such preferences have been met under the Act and these Rules. 65 ILCS 5/10-2.1-8 through 5/10-2.1-14.
- b) The Commission shall give preference in original appointment to the Police Department to the following persons whose names appear upon the Eligibility List as follows:
 - 1. Candidates who have successfully obtained a bachelor's degree from an accredited college or university shall receive five (5) preference points;

2. Candidates who are certified police officers in any state shall receive five (5) preference points;
 3. Persons who were engaged in the active military or naval service of the United States for at least one (1) year and who were honorably discharged or who are now or may hereafter be on inactive or reserve duty in such military or naval service (not including, however, in the case of offices, positions and places of employment in the police department, persons who were convicted by court martial of disobedience of orders where such disobedience consisted in the refusal to perform military service on the ground of religious or conscientious objection) shall receive five (5) preference points.
- c) To qualify for preference points, the candidate shall make the claim for the points, in writing, at the time of application or the claim for preference points shall be deemed waived.

Section 8-Final Eligibility List.

- a) The Commissioners will prepare a "Final Eligibility List" of the Candidates from the first band successfully completing the written test and initial oral interview. Candidates shall be placed on the eligibility list in rank order based on their combined final score as outlined in Section 3, including the application of preference points as described in Section 8. Subsequent Eligibility lists made up of individuals from the first, second and/or subsequent bands will also be listed in rank order. The highest ranked individual of a subsequent band will be ranked below the lowest ranked individual in a preceding band.
- b) In the event of a tie score, the placement of the tied candidates' names on the eligibility list shall be determined by a coin toss, in the presence of a quorum of the Board.
- c) A dated copy of the Final Eligibility List shall be sent to each person appearing thereon. This copy shall include the date of expiration of the list two (2) years hence.
- d) When the Board receives a written request for appointment of a probationary police officer made by the Village Manager, applicants may be chosen from the Final Eligibility List in descending order for purposes of completing a background investigation, or from a second register of certified police officers as authorized §10-2.1-14 of the Act, as set forth in Chapter IV of the Rules.
- e) Following completion of a background investigation which includes a polygraph examination, a conditional offer of employment may be extended. Following a conditional offer of employment, applicants must pass an in-depth psychological examination, and a thorough medical examination (which shall include a drug screen and tests of the applicant's vision and hearing).
- f) The Commission may conduct an exploratory discussion of matters identified by professional examinations and/or tests, which bear on the applicant's character and background.
- g) The Commission may strike from the list of eligibles, any candidate who fails to meet the standards set forth for original entry. In addition, any person who is discovered to have made false representation in any document or examination or who aids in committing such fraud, to gain a position on the list shall be stricken from the list of eligibles.
- h) If the final eligibility list is exhausted, the next band may be interviewed for the purpose of establishing a new list in accordance with Section 4 above.

Section 9-Professional Examinations and Tests.

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

Section 10-Probationary Appointment.

- a) All original appointments to the police department shall be for a probationary period of eighteen (18) months. The probationary period shall commence as of the first date said individual is sworn in with the department and ends when the Board receives notification from the Chief of Police to remove the officer from probationary status and when the probationary appointment is satisfactorily terminated by the Board.
- b) Probationary employees may be summarily dismissed by the Chief or his designee and are not entitled to the protection afforded to non-probationary officers by the Act, these rules, or the Collective Bargaining Agreement.

Section 11-Certification.

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

Chapter IV- Lateral Entry

Section 1-Source of Authority.

In accordance with §10-2.1-14 of the Act, the Commission may waive portions of the required examination for police applicants who have previously been full-time sworn officers in any municipal, county, university or State law enforcement agency, provided they are certified or have the ability to be certified by the Illinois Law Enforcement Training and Standards Board and have been with their respective law enforcement agency within the State for at least two continuous years.

Section 2- Application for Lateral Entry

Applications for lateral entry positions shall filed upon blank forms furnished by the Village of Vernon Hills, and applicants must comply with the requirements of said form.

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

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

The applicant shall furnish with their application a copy of Birth Certificate, High School Diploma or G.E.D. Certificate, a certified copy of transcripts documenting at least 60 hours of study at an accredited institution of higher learning and a copy their certificate attesting to their successful completion of a Full-Time Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act. If applicable, the applicant shall furnish any Military Service Records, including Discharge Papers (DD Form 214).

Any false statements, misrepresentations, or omissions, knowingly made by a person in an application for examination, connivance in any false statement made in any certificate, which may accompany such application or complicity in any fraud touching the same, shall be regarded as good cause for exclusion from the examination and bar to employment.

Section 3-Disqualification.

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

Section 4-Defective Applications.

Applications shall not be rejected for minor omissions or deficiencies. Defective applications must be corrected by the applicant provided the applicant is not otherwise disqualified.

Section 5-Age Requirements.

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

Section 6-Notice

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

Section 7-Oral Interview

Lateral Applicant Pre-screening:

Applications submitted by candidates for lateral entry, along with any resumes submitted, may be pre-screened as directed by the Board. The pre-screening process will identify lateral applicants who meet the minimum requirements as identified in Chapter IV Section 2. Recommendations provided by the panel will summarize applicants for further consideration, based on anticipated hiring needs of the Police Department, the experience of the applicants as set forth in their resumes, and a successful preliminary background check. A roster of all applications received will be created and indicate those applicants that were recommended for interview by the Board. The Board will review the roster and may elect to interview any of the applicants irrespective of the panel's recommendation.

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

Whenever practicable, all Commissioners shall participate in the oral test. In no event shall less than a majority of the Commissioners conduct the oral interview. Questions shall be asked of the lateral entry candidate that will enable the Commissioners to properly evaluate and grade the lateral entry candidate on speech, alertness, ability to communicate, judgment, emotional stability, self-confidence, social skill and general fitness for the position. On completion of each oral test the Commissioners will grade the lateral entry candidate's abilities using the traits listed above. Lateral entry candidates who fail to attain a score of 75% will be notified and eliminated from all further consideration.

Section 8-Lateral Entry Eligibility List

- a) The Commission will maintain a separate rank-order list of lateral entry candidates based on their relative excellence following the oral interview and a background investigation. This list will be maintained indefinitely, in parallel to the eligibility list of candidates identified in Chapter III. However, no candidate will maintain eligibility on any eligibility list for a period greater than two years. Said list will identify each applicant's date of entry onto the list and used as the two year limit to their eligibility.
- b) A dated copy of the lateral entry eligibility list will be sent to each person appearing thereon. When candidates are added to or stricken from the eligibility list, the updated list will be posted on the Village of Vernon Hills website and posted at the Village Hall.

Section 9-Preference Points

No Preference points shall be applied to lateral entry applicants.

Section 10-Selection

- a) When the Commission receives a written request for appointment of a probationary police officer made by the Village, applicants may be chosen from either Eligibility List in accordance with these rules.

- b) In the case of a lateral entry candidate, a conditional offer of employment shall be made to the most qualified candidate of the top five ranked candidates as determined by the Commission consistent with the duties and responsibilities of a Vernon Hills Police Officer and needs of the Village.
- c) If a conditional offer of employment is extended, a lateral entry applicant must pass a psychological examination, polygraph examination and a thorough medical examination (which shall include a drug screen and tests of the applicant's vision and hearing). Such examinations shall be without expense to the applicant. Examinations will be administered, scored, evaluated and interpreted in a uniform manner. No examinations shall contain questions regarding applicant's political or religious opinions or affiliations.
- d) The Commission may conduct an exploratory discussion of matters identified by professional examinations and/or tests, which bear on the applicant's character and background.
- e) The Commission may strike from either list of eligibles, any candidate who fails to meet the standards set forth for original entry. In addition, any person who is discovered to have made false representation in any document or examination or who aids in committing such fraud, to gain a position on the list shall be stricken from the list of eligibles.

Section 11-Professional Examinations and Tests.

- a) Psychological Examination - Each applicant for lateral appointment shall submit to a psychological examination by such psychologist or psychiatrist as the Board may designate. Failure of the applicant to take or successfully complete such test shall eliminate him from further consideration.
- b) Polygraph Examination - Any applicant for lateral appointment to the Police Department of the Village of Vernon Hills, Illinois, shall be required to submit to a polygraph examination at such time and place as the Board may designate. Failure of the applicant to take or successfully complete such test shall disqualify him for the position of police officer. The results of the polygraph examination shall not be singularly used to disqualify a candidate; however, they may be used to assist in focusing further background checks or in conjunction with other pre or post test interviews together with other information or lack of information to support decisions relevant to employment status.
- c) Drug Screen - Any applicant for lateral appointment to the Police Department of the Village of Vernon Hills, Illinois, shall be required to pass a drug screening test to establish the applicant's fitness to perform the duties of police officer. Said drug screening test shall be arranged for by the Board. Failure to pass the drug screening test shall disqualify an applicant from appointment and the applicant's name shall be stricken from the eligibility list.
- d) Medical Examinations - All medical examinations shall be performed by a licensed physician. If a candidate is found to be physically unable to perform any essential function of the job as a police officer he or she shall be stricken from the eligibility list.

Section 12-Probationary Appointment.

- a) All original appointments to the police department shall be for a probationary period of eighteen (18) months. The probationary period shall commence as of the first date said individual is sworn in with the department and ends when the Board receives notification from the Chief of Police to remove the officer from probationary status and when the probationary appointment is satisfactorily terminated by the Board.
- b) Probationary employees may be summarily dismissed and are not entitled to the protection afforded to non-probationary officers by statute, these rules, or Collective Bargaining Agreement.

Chapter V - Promotional Examinations

Section 1-General.

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

Section 2-Notice

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

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

Test Components	Minimum	Passing Score	Weight
Written Test Score		70 %	35 %
Oral Test Score		75%	45%
Promotability Rating		N/A	20%

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

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

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

Seniority

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

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

Section 3-Total Score.

A Candidate's total score shall consist of the combined scores of the promotability rating, written examination, oral test, plus veteran's preference points. Candidates shall take rank upon a promotional eligibility list in the order of their relative excellence as determined by their total score. In the event of a tie score, the placement of the tied candidates' names on the eligibility list shall be determined by lot, in the presence of a quorum of the Board, in whatever manner the Board deems appropriate.

Section 4-Promotional Vacancy.

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

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

Section 1-Rank.

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

Section 2-Classification.

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

Section 3-Oath of Office.

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

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

Signed _____

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

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

Chapter VII-Hearing of Charges, Removals, Suspensions and Discharges

Section 1-Hearing of Charges.

- a) Hearings before the Board are not common law proceedings. The provisions of the "Code of Civil Procedure" do not apply to hearings before the Board.
- b) "Counsel" as used herein means: One who has been admitted to the bar as an attorney-at-law in the State of Illinois.
- c) No rehearing, reconsideration, modification, vacation, or alteration of a decision of the Board shall be allowed.
- d) "Cause for Discharge" is some substantial shortcoming which renders continuance in employment in some way detrimental to the discipline and efficiency of the public service and something which the law and sound public opinion recognize as cause for the officer no longer occupying his position. Cause for discharge must not be arbitrary, unreasonable, or unrelated to the requirements of the service. The right to determine what constitutes cause is in the sole discretion of the Board.
- e) The complainant or appellant initiating any proceedings, which call for a hearing before the Board, shall have the burden of proof to establish by a preponderance of the evidence that cause for discipline exists or that a suspension, previously imposed by the Chief is unwarranted. Should the question of a crime be involved, the standard of "proof beyond a reasonable doubt" shall not control.
- f) The phrase "preponderance of evidence" is defined as the greater weight of the evidence, that is to say, it rests with that evidence which, when fairly considered produces the stronger impression, and has greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.
- g) Probationary police officers may be summarily dismissed by the Board and are not entitled to the protection afforded to non-probationary officers by the Act, these rules, or any Collective Bargaining Agreement.
- h) All hearings shall be public, in accordance with the Open Meetings Act, except that the Board may meet in closed session for any proper purpose recognized in the Act.
- i) At the time and place of hearing, both parties may be represented by counsel, if they so desire.
- j) All proceedings before the Board during the conduct of the hearing shall be recorded by a court reporter to be employed by the Board.
- k) The records of all hearings will not be transcribed by the court reporter unless requested to do so by the Board or any party of interest. The party requesting a transcript shall bear the cost of the transcript.
- l) All witnesses shall be sworn prior to testifying and the matter will be decided by the Board solely on evidence presented at the hearings.
- m) The Board will first hear the witnesses either substantiating the charges which have been made against the respondent or in support of an appeal brought by a suspended police officer. Thereafter the other party may present and examine those witnesses whom he desires the Board to hear. All parties shall have the right to cross-examine witnesses presented by the opposite party.

Section 2-Hearing Procedure.

- a) Complaints: In all cases, written complaints shall be filed in quintuple, setting forth a plain and concise statement of the facts upon which the complaint is based.

- b) Probable Cause: The Board shall have the right to determine whether there is or is not probable cause for hearing a complaint and may conduct such informal hearings as may be necessary for such purpose.
- c) Notification of Hearing: Upon the filing of a complaint in quintuple with the Secretary of the Board, and the determination by the Board of probable cause for entertaining said complaint, the Secretary of the Board shall notify both the complainant and the respondent, either by listed or certified mail, return receipt requested, or personally, of the time and place of the hearing of the charges contained in the Complaint. If the Chief of Police seeks to suspend an officer without pay pending the hearing on the charges filed with the Board, the officer shall be given an opportunity to a limited hearing before such an Order of Suspension Pending a Hearing is entered. The respondent shall also be served with a copy of the Complaint, and if an Order of Suspension Pending a Hearing is entered by the Board, the respondent, the complainant, the Chief of Police, the treasurer, comptroller, manager, or other finance officer of the municipality shall be notified of the entry of such Order of Suspension Pending a Hearing, and be served either personally or by registered or certified mail, return receipt requested, with a copy of such Order.
- d) Continuances: The matter of granting or refusing to grant a continuance of a hearing is within the discretion of the Board. No hearing shall be continued at the request of any of the parties to a proceeding or their attorneys, unless such request is received in writing by the Board's attorney at least forty-eight (48) hours before the scheduled hearing date.
- e) Stipulations: Parties may, on their own behalf, or by Counsel, stipulate and agree in writing, or on the record, as to evidenced guilt. The facts so stipulated to shall be considered as evidence in the proceeding.

In the event a respondent has been suspended pending a hearing and desires a continuance, it shall also be stipulated and agreed that in the event said respondent is to be retained in his position as a result of a decision of the Board following a hearing of the cause, then no compensation shall be paid to said respondent during the period of said continuance.
- f) Sufficiency of Charges - Objections To: Motions or objections to the sufficiency of written charges must be filed or made prior to or at the hearing before the Board.

Section 3-Subpoenas.

- a) Any party to an administrative hearing may, at any time before the hearing, make application to the Board by filing with it a written request for subpoenas for any individual to appear for a hearing or have them produce books, papers, records, accounts and other documents as may be deemed by the Board to be relevant to the hearing. On the filing of such application, subpoenas will be issued for the named persons. Subpoenas may be served by any person 21 years of age or older designated by the party requesting the subpoenas. Application for subpoenas should contain the names and addresses of the individuals to be subpoenaed, and the identity of any documents, which they are to produce. Copies of subpoenas shall be served on the opposing party and counsel, if any.
- b) Any request for continuance by reason of inability to serve subpoenas shall be filed in the office of the Board at least three (3) days before the date set for such hearing, provided, however, that the Board in its discretion may waive this rule.

Section 4-Service.

All papers required by these Rules and Regulations to be served shall be delivered personally to the party designated or mailed, by United States mail in an envelope properly addressed with postage prepaid, to the designated party at his last known residence as reflected by the complaint filed with the Board, except as herein otherwise provided. Proof of service of any paper may be made by the certification of any person so mailing the paper or delivering the same to the designated party personally, or by filing a return receipt showing that a paper

was mailed, by either registered or certified mail, return receipt requested, to a party's address where it was received by a named party.

Section 5-Filing.

All papers may be filed with the Board by mailing them or delivering them personally to the Secretary of the Board at the Village of Vernon Hills, Illinois. For the purpose of these Rules and Regulations, the filing date of any paper shall be the date it was received in the Board's Office, in the event the paper is delivered personally or by messenger. In the event a paper is forwarded by mail, then the filing date shall be the date, which is postmarked on the envelope of such paper.

Section 6-Forms of Paper.

- a) All papers filed in any proceeding shall be typewritten or printed and shall be on one side of paper only.
- b) If typewritten, the lines shall be double-spaced, except that long quotations may be single spaced and indented.
- c) All papers shall be not larger than 8½" by 11" with inside margins of not less than one inch.
- d) The original of all papers filed shall be signed in ink by the party filing the paper or by an officer, agent, or attorney thereof and copies thereof provided the opposing party or his counsel.
- e) If papers are filed by an attorney, his name and address shall appear thereon.

Section 7-Computation of Time.

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

Section 8-Suspension and Termination.

- a) In accordance with Article X of the current Collective Bargaining Agreement, the final disciplinary authority and responsibility rests with the Chief of Police, or in the Chief's absence, his/her Department designee, with regard to issuing suspensions not to exceed thirty (30) days or discharging a bargaining unit member. Such disciplinary actions may be imposed by the Chief of Police, or their designee, without the requirement to have a hearing before the Vernon Hills Board of Fire and Police Commissioners.

Section 9-Answer and Witness List.

The respondent shall file an answer to the charges with the Secretary of the Board not less than five (5) days before the day of the hearing. Prior to the hearing, respondent and complainant shall exchange witness lists and provide the Board's attorney with a copy of said lists.

Section 10-Date of the Hearing.

The time for the hearing of charges shall be set by the Board, within thirty (30) days of the time of the filing of such charges. Continuances may be granted from time to time upon motion of any party to the proceeding by the order of the Board. This time limitation is not applicable to hearings conducted to review suspensions of five (5) days or less imposed by the Chief of Police.

Section 11-Findings and Decision.

In case any member of the Police Department shall be found guilty of the charges filed against him after a hearing by the Board, he may be removed from his current rank, discharged, or suspended for a period not exceeding thirty (30) days, without pay. The Board shall, within a reasonable time after the hearing is completed, enter its findings on the records of the Board.

The findings and decision of the Board, following a hearing of charges, shall be preserved by the Secretary, and notice of said finding and decision sent to the officer involved and the Chief of Police.

Section 12-Rules-Conflict.

The personnel of the Police Department shall be governed by the Rules as adopted by the Board and the Regulations of the Police Department as adopted by ordinance and the current Collective Bargaining Agreement. In case of conflict, the Collective Bargaining Agreement shall govern with respect to matters within the lawful authority of the Agreement.

Section 13-Violation of Rules.

All members of the Police Departments shall be subject to the regulations of such Departments, and the Rules of the Board, and a violation of such rules or regulations may be cause for filing of charges before the Board, a subsequent hearing and action by the Board on such charges.

Section 14-Violation of Law.

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

Chapter VIII-General

Section 1.

The Board shall have such other Powers and duties as are given it by the home rules powers of the Village of Vernon Hills granted under Article 7, Section 6 of the Constitution of the State of Illinois, the Statutes of the State of Illinois, or by ordinance.

Section 2.

Any Chapters, Sections and/or Subsections of the foregoing Rules for the operation of the Board that are in conflict with the State Statute or with any amendments thereto that may hereafter be enacted are null and void. This, however, does not invalidate any other Chapters, Sections and/or Subsections of said Rules.

Section 3-Leaves of Absence.

Leaves of Absence shall be granted by reason of military service or duty-related disability as provided by statute. If a Leave of Absence is granted by the Board during a probationary period, such probationary period shall be tolled until the probationary employee returns from his leave of absence. A leave of absence may also be granted for good cause upon written request with approval of the Village Manager and Chief of Police, for a period not to exceed one (1) year and without pay.

Section 4-Review and Appeal

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

**Village of Vernon Hills
Position Description**

VERNON HILLS POLICE DEPARTMENT

Patrol Officer

**Sworn/Field Operations Division
Reports to: Sergeant**

GENERAL DESCRIPTION

Under general direction, performs a wide variety of police services in accordance with the mission, goals and objectives of the department; provides for and assists in the protection of persons and property; assists in the prevention, detection, and investigation of crimes; maintains law and order in compliance with governing federal, state and local laws.

SUPERVISION RECEIVED

Direction and supervision provided by a Sergeant or higher ranking command officer.

SUPERVISION EXERCISED

None

BASIC FUNCTIONS

A position that involves the performance of a wide range of policing functions to ensure the safety and security of lives and property within the Village. Officers are assigned to a particular area of the Village in which they perform patrol, traffic law enforcement, and routine investigative duties. Officers may be assigned special projects on an ongoing or short-term basis. Officers are required to draw upon extensive training and the procedural guidelines, mandates and laws governing an officer's response and conduct when determining the appropriate action to take in a particular situation.

ESSENTIAL DUTIES

- Patrols designated areas of the Village (i.e., foot, bicycle, or motor vehicle) enforcing all laws including criminal statutes, traffic laws, and local ordinance regulations while providing security and detecting violators. Performs traffic law enforcement and customer service related tasks.
- Responds to calls for service including complaints, vehicle crashes, disturbances and/or requests for service, assesses situation and determines most appropriate response to prevent potentially dangerous or violent situations from occurring or continuing. Assists fire department on fire and medical calls.
- Investigates criminal matters by identifying, gathering and securing evidence, interviewing witnesses, and recording pertinent information. Obtains and executes arrest and search warrants; participates in the apprehension of suspects and/or confiscation of contraband. Conducts investigative surveillance when required.
- Conducts arrests of persons violating the law including physically detaining person according to established guidelines and procedures.
- Responds to emergency situations and begins to administer basic first aid to injured persons as necessary. Performs various other tasks to assist other emergency personnel such as crowd control, directing traffic, etc.
- Maintains records of activities and prepares police reports to provide information to investigators and/or prosecutors. Submits reports for supervisor's review.
- Testifies in court proceedings to present evidence and give personal account of incident/crime.

- Establish and preserve good relationships with the public. Works with community residents and businesses to cooperatively provide for their police service needs.
- Participate in continuous training to enhance law enforcement skills including: firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
- Performs other duties as assigned.

CONTACTS OUTSIDE OF DEPARTMENT

Contacts outside of the police department include: personnel in other Village departments, residents, community organizations, law enforcement officials in other communities (including prosecutors), and general public.

TOOLS & EQUIPMENT USED

Police cars and other Village vehicles, lethal and less-lethal weapons, traffic control equipment, handcuffs, general office equipment, squad mobile data computer, hand held radar, portable radio, baton, flashlight, road flares, evidence kit, breathalyzer machine, fire extinguisher, clip board, in-car video camera, digital camera, computer and its processing software, AED (Automatic External Defibrillator) and other such equipment that may be utilized or introduced on occasion.

PHYSICAL DEMANDS

Work is performed mostly while patrolling traffic in a vehicle. Work will occasionally be performed in an office setting. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is required to stand; walk; use hands and fingers to handle or operate objects; grasp with hands and arms; climb or balance; stoop; kneel; crouch; bend; or crawl. Must be in overall physical condition to apprehend violators and criminals, and physically defend self and physically defend others, and to physically and mentally perform the duties of Police Officer.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may be exposed to severe weather while performing tasks. There is also exposure to many unknown conditions; including possible hazardous sites and dangerous situations or conditions. The employee may be exposed to life-threatening situations and may be subject to personal hostility.

WORKING CONDITIONS

- In outside elements 90% of the time. In clean, quiet office 10% of the time.
- Possible exposure to physical harm. Often exposed to dark, hazardous environment when doing building checks.
- Occasionally handles dangerous drugs, hazardous materials, and may come in contact with bodily fluids such as, but not limited to, blood and saliva.

MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIRED

Education/Experience

- Minimum of sixty (60) hours of college (a Bachelor's Degree in Law Enforcement or Criminal Justice concentration preferred) required.

Knowledge/Skills/Abilities

- Requires knowledge of modern police procedures and techniques and their appropriate application in various situations.

- Requires knowledge of state and federal law, particularly criminal law.
- Requires knowledge of principles of investigation and interrogation.
- Requires excellent oral and written communication skills.
- Requires knowledge of basic first aid/life saving techniques.
- Requires skill in effective and proper operation and maintenance of various weaponry/equipment used in police activities. Must be able to maintain a “pass” status in firearms qualification.
- Requires skill in the use of computer hardware and applicable computer software.
- Requires skill in communication, interpersonal skills as applied to interaction with co-workers, supervisors, the general public, etc., sufficient to exchange or convey information and to receive work direction.
- Possess personal and professional integrity.
- Requires ability to read and write reports, correspondence, and instructions in English.
- Must have hearing ability sufficient to understand radio transmissions and converse with others, both in person and over the telephone.
- Must have speaking ability sufficient to communicate effectively with other individuals in person, over the telephone or over a radio.
- Must have strong analytical skills to problem solve as well as work together with a team of diverse individuals.