



CITY OF PARK RIDGE

BOARD OF FIRE AND POLICE COMMISSION ADMINISTRATIVE RULES

PARK RIDGE ILLINOIS

City of Park Ridge

Board of Fire and Police Commissioners

Administrative Rules

These comprehensive amendments to the Board of Fire and Police Commissioners Administrative Rules were approved by the Park Ridge Board of Fire and Police Commissioners on May 8, 2025 and by the Park Ridge City Council on June 2, 2025, and became effective on June 12, 2025.

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CHAPTER 1
ADMINISTRATION

Section 1. SOURCE OF AUTHORITY

These Rules were approved by the Board of Fire and Police Commissioners of the City of Park Ridge and the Corporate Authorities of the City of Park Ridge pursuant to power and authority derived from the Board of Fire and Police Commissioners Statute (65 ILCS 5/10-2.1 *et seq.)* ("Act"), as amended, the Fire Department Promotion Act (50 ILCS 742/1 *et seq.*), as amended, the home rule powers as provided by Article VII, Sections 6 and 10(a) of the Illinois Constitution of 1970, applicable provisions of the Municipal Code of the City of Park Ridge, an Illinois home rule municipal corporation, applicable state laws governing collective bargaining agreements, and the collective bargaining agreements and any related "side letters" entered into by the City of Park Ridge ("City") and the members of the bargaining units that represent full-time, sworn firefighters, firefighter/paramedics and police officers. These Rules shall be implemented in compliance with existing laws and consistent with the Equal Employment Opportunity Commission ("EEOC") Regulations and shall prohibit discrimination based on any legally protected status. These Rules shall not be construed to govern the operation of or the conduct of the members of either the Fire Department or the Police Department, unless expressly stated herein and approved by ordinance passed by the Corporate Authorities of the City of Park Ridge. Any references to certain provisions of the Act or other laws set forth below in these Rules are merely provided as general reference points and are not to be construed as a limitation on the City's use of its home rule authority to adopt certain regulations below that may be less stringent or more stringent or may eliminate or add regulations beyond those contained in the Act or other applicable laws.

Any amendments to the above-referenced statutes are automatically incorporated by reference into these Rules and shall supersede the provisions set forth in these Rules, provided that the home rule authority preemption provision of the statute remains in place. Any provision of these Rules, as amended, that conflicts with the state laws governing collective bargaining agreements or with any provision of any collective bargaining agreements and any related "side letters" currently in effect or that are entered into by the City with the members of the bargaining units that represent full-time, sworn firefighters, firefighter/paramedics, and police officers shall not be enforced. In the event of such a conflict, the state laws governing collective bargaining agreements or the collective bargaining agreements and any related "side letters" shall control.

Section 2. DEFINITIONS

In the event that the Act or other law contains a defined term that is not included in the list of Definitions set forth below but is applicable to the use or interpretation of these Rules, the definition of that defined term, as contained in the Act or other law, shall apply to that term.

A. ACT: The Illinois Board of Fire and Police Commissioners Act, 65 ILCS 5/10-2.1-1 *et seq.*, as amended.

B. APPLICANT: An applicant is a person who has filed an application for a position with the Police or Fire Department in the City.

C. APPOINTEE: An appointee is a person from the eligibility list who has completed all phases of testing and has been certified by the Board for appointment.

D. BOARD: The Board of Fire and Police Commissioners of the City of Park Ridge.

E. CANDIDATE: A candidate is a person who has been accepted by the Board for testing.

F. CITY ADMINISTRATION: City Administration shall mean the City Manager, Police Chief, Fire Chief, Human Resources Representative, or their designee.

G. CONTINUOUS TESTING: Continuous testing is the process of examining additional candidates for a position, comparing the scores of examined candidates with those of candidates previously tested, and placing them upon a revised eligibility list based upon their relative qualifications for a position.

H. CORPORATE AUTHORITIES: Corporate authorities means the Mayor and City Council of the City.

I. ELIGIBILITY LIST: Eligibility list shall mean a list of all persons who have been qualified for appointment to a position and who have not been appointed to such position, and who have not been removed from such a list in accordance with these rules.

J. ELIGIBLE CANDIDATE: An eligible candidate is a person who has been determined to be qualified for appointment based upon the required initial testing and whose name has been placed on an eligibility list by the Board.

K. EMPLOYEE OR MEMBER: Employee or member (terms used interchangeably) shall mean an individual who works as a sworn member for the Police Department or Fire Department of the City.

L. EQUAL EMPLOYMENT OPPORTUNITY: Equal Employment Opportunity shall mean non-discrimination in employment policies and practices for any reason, as defined by the Equal Employment Opportunity Commission, or any other legally protected status under Illinois law.

M. EXAMINATION: Examination shall mean the job-related competitive or qualifying test or combination of tests which measure the skills, abilities, knowledge, or other qualifications for successful job performance.

N. FURLOUGHED EMPLOYEE: A furloughed employee is a person separated from the Fire or Police Department involuntarily, not for incompetence, insubordination, misconduct or delinquency but rather for lack of work or reduction of the work force.

O. HOME RULE POWER: Home Rule power shall mean the Constitutional grant of authority under the provision of Article VII, Section 6 of the Illinois Constitution which allows the City Council of the City to exercise all powers and perform functions pertaining to its government and affairs not specifically prohibited by State legislation subject to Constitutional constraint.

P. JOB ANALYSIS: Job analysis shall mean the process of the systematic, precise identification of the skills, abilities, knowledge and other requirements of a position in order to determine and weigh the qualifications for successful job performance.

Q. POSTED: Posted shall mean the status of an eligibility list which has been prepared, officially approved, and in effect as of a specific date and displayed at City Hall and on the City's website.

R. PROBATIONARY EMPLOYEE: A probationary employee is any employee who has not yet completed the employee's probationary period as required by these Rules.

S. PROMOTION: Promotion shall mean the designated change from one rank to a higher rank.

T. PROMOTIONAL EXAMINATION: Promotional examination shall mean an examination open only to full-time employees of the Police or Fire Department.

AA. PROMOTIONAL LIST: Promotional list shall mean a list of current employees who have qualified for promotional appointment by passing an examination and meeting the minimum requirements for the promotional position.

BB. RANK: Rank means a classified position created by the Board in which an employee may acquire tenure, after a period of probation, having a salary fixed by the City Council and filled by appointment after competitive examinations.

CC. STAFF: Staff means the administrative staff of the City or its administrative agents.

DD. TEST VALIDATION: Test validation shall mean the process by which the Board shall determine its selection methods (criterion-related, content, and construct validation techniques) and shall serve the intended purpose of selecting best qualified candidates using various criteria including validity, reliability, objectivity, standardization and elimination of prejudicial bias.

EE. VALIDITY: Validity is determined by any of the following means: Construct validity is demonstrated by data showing that the selection procedure is predictive of or significantly correlated with important elements of work behavior; Content validity is demonstrated by data showing that a selection procedure consists of a representative sample of important work behaviors to be performed on the job; Criterion-related validity is demonstrated through empirical data showing that the selection procedure is predictive of or significantly correlated with important elements of work behavior possessed by other successful position incumbents in the same position.

Section 3. OFFICERS OF THE BOARD AND THEIR DUTIES

A. Membership and Term. The Board shall be composed of five members. The Board shall be appointed by the Mayor with the approval of the City Council. Board members shall serve three year terms, and a maximum of three terms or as established by the City Council. The Board shall meet at least annually to consider and approve its annual report and annual budget request and to act on any business coming before it.

B. Board Secretary. The Human Resources Representative of the City of Park Ridge shall serve as the Secretary of the Board. The Secretary shall be responsible for maintaining all records of the Board, preparing minutes of meetings, and providing notice of all meetings as required by the Illinois Open Meetings Act. The Secretary of the Board shall also provide such professional and clerical staff assistance to the Board as may be necessary to discharge its powers and duties. The Board Secretary is not a member of the Board.

C. Chairperson. The Board shall elect a Chairperson at the first meeting in May each year. The Chairperson shall be the presiding officer at all meetings. A Vice-Chairperson shall be elected at the first meeting in May each year and shall serve as the presiding officer at all meetings in the absence of the Chairperson.

D. Officer and Oath. Each member of the Board is considered an officer of the City and shall take an oath of office. No person holding any other office with the City shall be a member of the Board.

E. Removal. Members of the Board shall not be subject to removal, except for cause, upon written charges, and after an opportunity to be heard within 30 calendar days in the member's own defense, before a regular meeting of the Corporate Authorities of the City. A majority vote of the Corporate Authorities shall be required to remove any member from office.

F. Fire Department Appointments. The Board shall, in accordance with these Rules, appoint all sworn, full-time members and officers of the Fire Department of the City, except the Fire Chief, Deputy Chief, Battalion Chief, and Captain positions, and voluntary, non-salaried, part-time or paid on call personnel.

G. Police Department Appointments. The Board shall, in accordance with these Rules, assist the Police Chief with the Chief's appointment of all sworn, full-time members and officers of the Police Department of the City, except the Police Chief, Deputy Chief, and Commander positions, and voluntary, non-salaried, part-time or paid on call personnel.

H. Scope of Duties of the Board. The scope of duties of the Board shall generally include:

1. Monitoring policies for recruiting, testing, selection, and promotion for all employees covered under its authority. Monitoring personnel procedures and activities having to do with the administration of those policies for all employees covered under its authority.

2. Administering or directing the administration of oral interviews and written tests for new candidates and for the promotion of all employees covered under its authority as well as

the selection and recommendation of new eligible candidates for hire and employees covered under its authority for promotion. The City Administration will assist the Board with the administration of oral interviews and written tests.

3. Certification of eligibility and promotional lists for new candidates and employees under its authority.

4. Protecting the rights of the employees of the Fire and Police Departments which are covered by its authority.

5. Establishing guidelines and procedures for the discipline and termination of members of the Fire and Police Departments covered by its authority.

6. Serving as an appeals board or hearing board for Police and Fire Department employees disciplined or terminated under guidelines established by these rules.

7. Providing the City of Park Ridge with the highest quality of Fire and Police Department employees in order to conduct municipal affairs.

8. The Board shall have such other powers and duties as are given it by state law or by the City's Municipal Code.

Section 4. MEETINGS

A. Regular Meetings. Regular meetings of the Board shall be held as determined necessary by the members of the Board. Meetings shall be open to the public with notice as provided in the Illinois Open Meetings Act. The Board may meet on the call of the Chairperson or any three Board members and notice of the date, time, and place of the meeting shall be given to each Board member at least 48 hours prior to such meeting, unless the meeting qualifies as an emergency meeting under the Illinois Open Meetings Act.

B. Closed Meetings. During any meeting, an executive session may be conducted for the purpose of discussing any matters that are authorized to be conducted in executive session under the Illinois Open Meetings Act. A motion to enter executive session shall be considered by the Board members and a roll call vote on said motion and the reason for entering executive session shall be recorded in the meeting minutes by the Secretary. Executive sessions may be limited to Board members, the Secretary, and the City Attorney, and such invited persons as the Board may deem necessary.

C. Quorum. A simple majority of the Board (three of five Board members physically present at the meeting) shall constitute a quorum for the conduct of all business and the holding of any meeting.

D. Order of Business. The order of business at any meeting shall generally be as follows: 1) roll call 2) public comment, 3) approval of the minutes, 4) communications, 5) unfinished business, 6) new business, 7) executive session, and 8) adjournment. Only items listed on the agenda may be acted upon at the meeting. Non-action items can be added to the agenda during a meeting only for

purposes of deliberation and discussion, and then may be acted upon at a subsequent meeting if placed on the agenda for that meeting.

E. Procedure; Rules of Order. Meetings of the Board shall be conducted in an orderly way. Parliamentary procedure prescribed in Roberts Rules of Order, Newly Revised shall be followed as generally applicable. Motions shall be made and seconded verbally by any member of the Board and shall be recorded in the minutes by the Secretary together with the vote tally on any motions.

Section 5. AMENDMENTS

Amendments to these Rules shall be posted on the City's website not less than 10 calendar days prior to the date such amendments are approved. The notice shall specify the date not less than 10 calendar days subsequent to the date of such publication when rule amendments shall go into effect. Failure to post rule amendments in a timely manner in accordance with this Section 5 shall not affect their validity.

Section 6. ANNUAL REPORT; ANNUAL BUDGET

The Board shall submit to the Public Safety Committee of the City Council an annual report of its activities in May of each year for the previous calendar year. The Board or the Human Resources Representative (on behalf of the Board) shall, at least 90 calendar days prior to the start of a new fiscal year, submit to the City Manager for review and transmission to the City Council a budget request for the following fiscal year. The budget request shall be limited to those amounts necessary for the conduct of the Board's operations.

CHAPTER 2
ENTRY LEVEL AND LATERAL POSITIONS (POLICE DEPARTMENT)

Section 1. JOB ANALYSIS

Standards for the testing of police officers shall be established by a job analysis analyzing tasks and traits necessary for successful performance in the position for which testing shall be conducted by the City Administration. A job analysis shall be conducted in a professional manner and shall establish bona fide occupational requirements for the position being tested. The testing process shall be validated; content, construct, and criterion-related validity measures shall be established whenever possible. The City Administration may be called upon to conduct such validation studies consistent with criteria such as that established by the American Psychological Association and consistent with Equal Employment Opportunity (EEO) standards. The City Administration shall make a "best effort" to see that the letter and spirit of test validation is accomplished consistent with the logical constraints imposed by available municipal resources and other factors.

Section 2. APPLICATIONS

A. Forms; Notice. Applications for positions with the Police Department shall be filed prior to the expiration of the application closing date. No application will be processed until notice of an

examination for a position has been given, and applications will be accepted only during the period designated by the Board in accordance with these Rules. The recipient of the application on behalf of the Board shall note on the application the date and time it was received. Each applicant shall be responsible for advising the Board of any changes in the applicant's contact information or in any information disclosed in the application.

B. Job Qualifications. Every applicant must meet bona fide occupational qualifications of the position as determined by a job analysis and as measured by tests approved by the Board.

C. Documentation. Applicants shall furnish with their applications a copy of their birth certificate, naturalization papers (if applicable), driver's license, high school diploma or GED certificate and, if applicable, proof of military service such as U.S. Government Form DD214 or other discharge papers. In addition, applicants must provide proof of successful completion of the physical ability test (Power Test) required by Section 7 of this Chapter at the time of application. Failure to provide proof of successful completion of the required Power Test within the time frame specified will exclude the applicant from participating in the written examination and from the remaining testing components.

Section 3. DISQUALIFICATION

A. Criteria. An applicant may be refused the right to participate in the examination process, or be certified as an eligible candidate, or be appointed to the Police Department if the applicant does not meet the eligibility requirements of these Rules, or is disqualified on the basis of the criteria listed in this Subsection A. The burden of establishing eligibility facts rests upon the applicant. Any false statement of material nature knowingly made by a person in an application for examination, or connivance in any false statement made in a certificate that may accompany such application, or complicity in any fraud relating to the same shall be regarded as cause for disqualification or exclusion from the examination process.

1. Who is not of good moral character, of temperate habits, or of sound health, or who is not physically able to perform the duties of the position.

2. Who is found to be unqualified or lacking in any of the established bona fide occupational requirements for the position of police officer.

3. Who is found to be physically, mentally, or medically unable to perform the essential functions of the position to which the candidate seeks appointment.

4. Who, in the opinion of a licensed physician or psychologist (or similar professional) as part of the medical and/or psychological examinations conducted after a conditional offer is made, has any physical, mental, or medical condition or disorder that would create a safety risk to the candidate, other City employees, or to the public if the candidate were hired as a police officer.

5. Who is a user of illegal narcotics, drugs, or intoxicating substances, or who currently uses any controlled substances or narcotics that have not been prescribed to the

applicant, or who is a habitual user of any intoxicating substances to the extent that job performance may be diminished.

6. Who has been convicted of any felony or a crime of moral turpitude, or any misdemeanor for domestic violence, battery, assault, or a misdemeanor specifically listed in Section 10-2.1-6 of the Act.

7. Who has lost, forfeited, or been deprived of the lawful capacity to possess a firearm or ammunition.

8. Who has been dismissed from any public service for cause.

9. Who has practiced or has attempted to practice any dishonesty, deception, or fraud (a) in the application, examination, or other submissions to or dealings with the Board, the Police Department, or the City or (b) during any oral interview or written examination, including but not limited to knowingly receiving test questions or answers prior to taking the written examination.

10. Who is found to have omitted information in the application, supporting documents, background check, polygraph, interview, or any other portion of the application or examination process to the Board, Police Department, or City Administration.

11. Who is found to have a consistent pattern of financial irresponsibility, calling into question the applicant's ethics, stability, trustworthiness, honesty, or moral character.

12. Who is found to have a work record which reveals excessive absences, repeated tardiness, misconduct, harassment of co-workers, or any pattern of work performance which would call into question to the applicant's ability to meet the standards required to support the mission and values of the City.

13. Whose character or employment references or background check is unsatisfactory.

14. Who has been classified by a Selective Service Draft Board as a conscientious objector.

15. Who does not meet the standards for appointment as an entry level police officer, as set forth in this Chapter.

16. Who has failed to abide by the rules and procedures governing any aspect of the application process, including the submittal of a complete application in a timely manner. A defective application (e.g., missing required information, failure to pass physical ability test) may be corrected and re-submitted prior to the submittal deadline date.

17. Who has failed to appear for, or failed, any element of the examination or otherwise has not successfully completed any portion of the examination process.

18. Who does not have a valid automobile driver's license.

B. Notification. Whenever the Police Chief makes a preliminary finding that an applicant or candidate is deemed to be disqualified under Subsection A of this Section, the Chief shall notify the applicant or

candidate, as well as the Board, of that finding by a written notice stating the reasons for the finding. If the Board disqualifies an applicant or candidate under Subsection A of this Section, the Board shall notify the applicant or candidate of that decision and its reasons. No notification will be required or provided to applicants who fail to submit a completed application.

Section 4. AGE REQUIREMENTS

A. Minimum Age for All Positions. At the time of the close of the application date, an applicant for an entry level or lateral position in the Police Department must be 21 years of age .

B. Maximum Age for All Positions. At the time of the close of the application date, an applicant for an entry level or lateral position in the Police Department must be less than 35 years old, except as provided in Subsection C below.

C. Exceptions to Maximum Age Standard. The maximum age limitation in Subsection B above does not apply in the following circumstances:

1. to any person previously employed as a police officer in a regularly constituted police department of any municipality, regardless of whether the municipality is located in Illinois or in another state; or

2. to any person who has served as an auxiliary police officer under 65 ILCS 5/3.1-30-20 for at least five years and is under 40 years of age; or

3. to any person who has served as a deputy under Section 3-6008 of the Counties Code and otherwise meets necessary training requirements; or

4. to any person who has served as a sworn officer as a member of the Illinois Department of State Police; or

5. to a veteran, who shall be allowed to exceed the maximum age provision by the number of years served on active military duty, but by no more than 10 years of active military duty.

Section 5. SPECIAL REQUIREMENTS AND QUALIFICATIONS

A. Special Standards. The Board may set particular standards for eligibility for an entry level position for which applications are sought at the time it calls for an examination if the Board determines that such position requires special qualifications. The Board also may require evidence from each applicant establishing that the applicant meets those particular standards.

B. Fingerprinting. All applicants shall be fingerprinted, and the fingerprints shall be used for completion of criminal background checks.

Section 6. EDUCATION REQUIREMENTS

A. Education. No person shall be eligible to apply for a full-time, sworn position in the Police Department unless that person has been awarded a high school diploma or has an equivalent high school education.

B. Transcripts. Applicants shall provide a copy of the diploma and school transcript with the application. Upon request, an applicant may be required to provide a certified copy of any required documentation.

Section 7. EXAMINATIONS AND PHYSICAL REQUIREMENTS

The following examinations shall be required as part of the application process or after a conditional offer of employment is extended, as directed by the Board or the City Administration:

A. Written Examination. Written examinations shall be administered to measure specific job-related criteria as identified by the job analysis. Written tests may be used to differentiate among candidates beyond the passing level when the tests can be shown to be predictive of job skills or performance.

B. Medical Examination. There shall be no height or weight requirement established other than requirements consistent with bona fide occupational qualifications as identified by the job analysis. Applicants for original appointment shall be required to submit to a medical examination by a licensed physician or medical group designated by the City Administration. The purpose of the medical examination shall be to determine the candidate's physical ability to perform the duties and essential functions of the position for which the applicant seeks employment. This examination is performed only after a conditional offer of employment is made.

C. Vision Requirement. Applicants are required to meet visual acuity standards with correctable vision to 20/20 and free from color blindness.

D. Physical Ability Test (Power Test). Applicants to the Police Department shall pass a physical ability test (the Power Test or such other physical ability test prepared in accordance with the standards set by the Illinois Local Government Law Enforcement Officers Training Board). As discussed in Section 2 of this Chapter, each applicant must provide written proof of having passed the Power Test within the 12 month period immediately prior to the application date. The applicant must be able to pass the Power Test at any time throughout the selection process, including the conditional offer phase. The Power Test is a minimum requirement for the entry level position of police officer. It is the responsibility of the applicant, at the applicant's cost, to take and pass the Power Test in order to be eligible to participate in the examination process and to be hired to an entry level position within the Police Department. The Power Test is a standardized test administered by testing agencies and is not administered by the City. If at the time a conditional offer is made, the applicant's Power Test results are more than 12 months old, the applicant, at the applicant's cost, shall be required to re-take and pass the Power Test.

E. Psychological. Applicants shall, when required, present themselves for psychological tests from a qualified and recognized examiner selected by the Board. These tests are given to determine a candidate's psychological ability to properly discharge the duties and essential functions of the position for which the applicant seeks employment. These tests are performed only after a conditional offer of employment is made.

F. Polygraph Examination. Applicants shall, when required, submit to a polygraph examination. The examination shall be conducted by a testing service, licensed by the State of Illinois, and selected by the City Administration.

G. Background Investigation. Applicants shall submit to fingerprinting and other background checks and shall provide signed waivers for access to such records as may be required by the Board or the City Administration to conduct a complete background investigation.

Section 8. EXAMINATION PROCESS

A. Call for Examinations. The Board, from time to time and in consultation with the City Administration, will call examinations to establish and maintain certified eligibility lists for entry level ranks in the Police Department. All examinations will be advertised and noticed in a manner that encourages the submittal of applications by as many qualified applicants as possible.

B. Postponement. An examination may be postponed by order of the Board. When an examination is postponed, the Board will state the reason for the postponement, designate a new date for the examination, and notify applicants of the postponement of any examination and the new date for examination.

C. Authority to Conduct Examinations**.** The City Administration, in consultation with the Board, shall conduct examinations to fill vacancies for positions in the Police Department as provided for in these Rules. The Board is authorized to establish and charge an examination fee to cover the application costs.

D. Purpose of Examinations. Subject matter for written examinations, medical examinations, psychological examinations, oral examinations, or other tests approved by the Board and administered by the City Administration, or its agent, shall fairly test the capacity of the applicant to discharge the duties of the position of police officer. All examinations shall be administered in accordance with the City's Equal Employment Opportunity Policy.

E. Release of Liability. All applicants shall sign a release of all liability as part of the examination process, in a form approved by the City Attorney.

F. Assessment Center Process. The Assessment Center process (e.g., group discussions, use of outside consultants to assist with testing and interviewing, etc.) may be used by the City Administration to test work-related qualifications for the position for which the candidates are being tested. Assessment Center scores may be used to differentiate among candidates based upon their job-related qualifications for a position.

G. Prescreening Interviews. The City Administration may conduct prescreening interviews of applicants who submit completed applications for entry level positions in the Police Department.

H. Oral Board Examinations. The Board may examine or cause to be examined all candidates for positions in the Police Department under their jurisdiction through an Oral Board interview. Interviews shall be administered according to the process established by the

Board. Each individual participating in the oral examination process shall independently grade candidates for positions.

Section 9. ELIGIBILITY LISTS

A. Certification; Posting of Initial Eligibility List. Initial eligibility lists of eligible candidates shall be prepared and certified by the Board and posted at City Hall and on the City's website within 60 calendar days of the close of the application date.

B. Certification; Posting of Final Eligibility List. The initial eligibility list shall be replaced by the final eligibility list of eligible candidates, which shall be prepared and certified by the Board and posted at City Hall and on the City's website after the applicable preference points are requested, verified, calculated, and applied to the candidates' test scores.

C. Duration. The life of a final eligibility list shall not be less than one year nor exceed two years in duration from the date of posting of the final eligibility list, as determined from time to time by the Board. The name of an eligible candidate shall be stricken from a final eligibility list (even if the final eligibility list has been merged with another initial eligibility list or a final eligibility list under the continuous testing process) after the name has been on any eligibility list for more than two years from the date that the name was first placed on any eligibility list**.**

D. Scoring of Lists.

1. Initial Eligibility List. The initial eligibility list shall include all candidates participating in the written examination who (a) achieve at least a minimum passing score, as established by the City, and (b) demonstrate the candidate's ability to perform the essential functions of the job of an entry level police officer, be supported by appropriate validation evidence and comply with all applicable state and federal laws. The placement on the initial eligibility list shall be determined by: (a) written examination score and (b) successfully passing the Power Test. Each time additional examinations are administered, the initial eligibility list shall be updated and posted within 60 days of the examination date with the final grades of the candidates without reference to priority of the time of examination and a statement that the list is subject to claims for preference points.

2. Final Eligibility List. The Board shall create a final eligibility list, which shall consist of those candidates who meet the qualifications set forth in paragraph D.1 above, and the application of all verified preference points to each eligible candidate's score to determine the rank of the final eligibility list. The names of the candidates appearing on the final eligibility list shall be ranked in order based upon the candidate's total cumulative score. All preference points will be applied in the manner required by the Act, as amended.

3. Preference Points. Qualified applicants who make a timely written request to the Board shall be entitled to receive the following preference points, but the maximum amount cannot exceed 30 points. The Applicant shall submit in writing, no later than 10 days

after the posting of the initial eligibility list, a request for preference points along with supporting documents to verify eligibility to receive such points.

(a) Veteran's Points. Candidates 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: 5 preference points.

(b) Residency within the City (e.g., proof of voter registration, lease, home ownership). 3 preference points.

(c) Education. A bachelor's degree: 3 preference points; an associates degree: 2 preference points (the degree must be from an accredited college or university listed in the United States Department of Education database).

4. Calculation of Points. Veteran's preference points and education preference points awarded under these Rules shall not be cumulative.

5. Ranking; Selection. The eligible candidates shall take rank upon the list in the order of their relative excellence based on the highest to the lowest total points scored. The Board may pass over the highest ranking individual on the final eligibility list if the Board has reason to believe (a) a candidate no longer meets one or more of the minimum eligibility standards or (b) a candidate in the top 5% or top five highest ranked individuals on the final eligibility list (if the number of people who have a ranking in the top 5% of the final eligibility list is less than five people) would better meet the needs of the Police Department.

Section 10. CONTINUOUS TESTING

The City Administration may test applicants in the labor market on a continuous basis. Testing, evaluation, and the placement of applicants on an eligibility list shall be according to the scoring methods determined by Staff and approved by the Board. The purpose of continuous testing is to provide a labor pool of the most qualified candidates in the local labor market so that the City may provide the highest possible quality of service to the public. Candidates evaluated through the continuous testing process shall be compared with candidates previously tested based upon job-related qualifications for the position tested as established by the job analysis. When continuous testing applies, all candidates shall be subject to substantially similar testing procedures and the method of scoring shall be the same. Candidates who are added to the current eligibility list under the continuous testing process will remain eligible for appointment from either the current eligibility list or the subsequent eligibility list for a period of two years from the date the candidate is placed on the current eligibility list.

Section 11. RELEASE OF INFORMATION

Information regarding specific elements of the testing process for any candidate shall be deemed to be confidential and shall not be released to a third party without written approval of the candidate or a court order requiring the release.

Section 12. RETENTION OF RECORDS

All examinations materials shall become the property of the Board and shall be retained by the Secretary as required by state law.

Section 13. ATTENDANCE AT AND ADMISSION TO EXAMINATION

A. All applicants who have not been disqualified by the Board shall present themselves for examination.

B. No person shall knowingly be admitted to an examination who does not meet the minimum qualifications for the position sought. The fact that a person is admitted to any examination shall not be considered as evidence that the person is qualified or eligible for said position.

Section 14. DISCLAIMER OF APPLICANT INTEREST

Neither the filing of an application, nor the acceptance of an application, nor an applicant's satisfaction of the general or special qualifications for filing an application or being admitted to an examination, nor anything else in these Rules shall be construed as creating any vested, property, or other right or interest in any person to apply for, be examined for, or be appointed to the position of police officer in the Police Department.

Section 15. APPOINTMENT AND WAIVER OF APPOINTMENT

A. Conditional Offers of Employment.

1. Certifications. Prior to making a final offer of employment to a candidate, the Board shall make a conditional offer of appointment, conditioned on the candidate's successful completion of the additional examinations listed below.

2. Passage of Additional Exams. Each candidate who has been extended a conditional offer of employment by the Board shall submit to and satisfactorily pass the following examinations and meet the following requirements:

    a. Psychological examination
    b. Medical examination
    c. Proof of required certifications, including Power Test certification

3. Failure to Pass any Examination after Conditional Offer. Failure of the candidate to successfully pass any such examination, as determined by the Board, shall eliminate and disqualify that candidate from further consideration and the candidate's name shall be stricken from the final eligibility list.

4. Final Offer of Appointment. Once a candidate who has accepted a conditional offer successfully completes the remaining examinations to the satisfaction of the City, a final offer of appointment will be extended.

B. Appointment to Police Department. The Police Chief shall, after considering the qualifications of the candidates on the final eligibility list, appoint a candidate from the list to fill a vacancy in accordance with the selection process set forth in Section 9 of this Chapter. An applicant must accept or respond in writing to any offer of appointment within the time set by the Board at the time the offer is made. After, and only if, the applicant has successfully completed all examination elements as provided in these Rules, the applicant shall receive a Certificate of Appointment signifying appointment to an entry level position in the Police Department.

C. Waiver of Appointment. Within seven calendar days after receiving notice of a conditional offer of appointment, the applicant may request, in writing, to waive or pass the right to appointment. The statement shall identify the reasons therefor and request that the Board retain the applicant's name on the final eligibility list. An eligible candidate who has been certified by the Board to fill a vacancy may waive or pass on said appointment without losing the candidate's place on the eligibility list. The right to pass or waive appointment shall be exercised only once for each eligible candidate unless the Board otherwise consents for good cause. Where good cause is not determined, the Board may strike an eligible's name from the list.

Section 16. LATERAL ENTRY

A. Certification; Experience. All persons who are currently employed, full time, and in good standing, and have completed their probationary period (unless waived by the Board) as a "police officer" with a police department may be considered for lateral entry to an entry level position. Persons who are not currently employed as a full-time "police officer" but have been employed as a police officer within the last twelve months may be considered for lateral entry on a case-by-case basis upon approval of the Police Chief.

B. Application. In order to be considered for a lateral entry hire, the applicant must submit a completed application to the Board. All lateral entry applicants must provide documentation to show that their current responsibilities and duties are similar to those of a "police officer" in the City. "Police officer" applicants must provide documentation that they have fulfilled the requirements of the Illinois Police Training Act. Applicants must be able to demonstrate that they are leaving their prior employment in good standing.

C. Placement on Eligibility List. The Board, in its discretion, may choose to designate by asterisk or other means the lateral entry candidates who are placed on the eligibility list or the Board may choose to maintain a separate eligibility list only for those qualified lateral entry candidates who have been placed by the Board on that eligibility list after successfully completing the initial phases of the application and testing/evaluation process. Qualified lateral hire applicants will be added to the lateral entry eligibility list for the Police Department by the Board.

D. Testing. Lateral entry applicants who meet the aforementioned requirements and have been selected for lateral entry will not be required to take the Police Department written examination as outlined in these Rules, in order to be placed on the eligibility list for an entry level position. However, all lateral entry candidates shall successfully complete all other phases of the entry process prior to a conditional offer of employment being given.

E. Selection**.** The decision to select a candidate from a lateral entry eligibility list ahead of a non-certified candidate is within the Police Chief's discretion.

F. Probationary Status. A person hired as a lateral entry shall be a probationary employee who is subject to the terms and provisions set forth in Section 19 of this Chapter.

Section 17. POLICE OFFICER CADET PROGRAM

A. Police Officer Cadet Program. A Police Officer Cadet Program ("Program") has been established by the City in order to provide part-time employment opportunities within the Police Department for persons interested in police work as a career. The Program is administered according to Police Department's Personnel, Cadet Program General Order and the rules and regulations promulgated from time to time by the Police Chief in consultation with the Human Resources Representative. Educational requirements, testing, selection, and placement into the Program is detailed in the above-referenced General Order.

B. Placement on Police Officer (Cadet) Eligibility List; Duration. The Board, in its discretion, may choose to designate, by asterisk or other means, each cadet who has successfully completed the Program, and such cadets shall be placed on the regular eligibility list or the Board may choose to maintain a separate Police Officer (Cadet) eligibility list only for those qualified cadets who have been placed by the Board on such Police Officer (Cadet) eligibility list after successfully completing the Program. A cadet's name shall remain on the Police Officer (Cadet) eligibility list or other eligibility list maintained by the Board for a period of two consecutive years from the date of placement on the list.

C. Probationary Status**.** A person hired from the Police Officer (Cadet) eligibility list as an entry level police officer, or any other eligibility list maintained by the Board, shall be a probationary employee who is subject to the terms and provisions set forth in Section 19 of this Chapter.

Section 18. POLICE OFFICER COMMUNITY SERVICE OFFICER (CSO) PROGRAM

A. Police Officer CSO Program. A Police Officer Community Service Officer Program has been established by the City in order to provide employment opportunities within the Police Department for community service officers within the City's Police Department who have successfully completed their probation period with the City and meet certain requirements, including age requirements and completion of all required examinations, qualifications, eligibility, education, and physical requirements that are applicable to applicants for entry level positions.

B. Placement on Police Officer (CSO) Eligibility List; Duration. The Chief may initiate, at the Chief's discretion, an application process for CSOs to apply for an entry level police officer position. Each CSO who is eligible (has successfully completed the probation period in the CSO position with the City) may participate in the CSO application process,

which requires completion of all required examinations for an entry level position, as well as completion of the Power Test. Eligible CSOs may be placed on the regular eligibility list or the Board may choose to maintain a separate Police Officer (CSO) eligibility list only for those qualified CSOs who have been placed by the Board on such Police Officer (CSO) eligibility list. A CSOs name shall remain on the Police Officer (CSO) eligibility list or other eligibility list maintained by the Board for a period of two consecutive years from the date of placement on the list.

C. Selection**.** The decision to select a candidate from a CSO eligibility list ahead of a non-certified candidate is solely within the Police Chief's discretion.

D. Probationary Status**.** A person hired from the Police Officer (CSO) eligibility list as an entry level police officer, or any other eligibility list maintained by the Board, shall be a probationary employee who is subject to the terms and provisions set forth in Section 19 of this Chapter.

Section 19. PROBATIONARY PERIOD

A. Entry Level. Appointees to entry-level positions in the Police Department shall be on probation for two years from the first date of employment (if no certification is required) or the date of certification upon a successful completion of a training course approved by the Police Chief at an academy approved by the Police Chief and for any extension of time as provided in this Section. During the appointee's probationary period and within six months after the date of the appointee's initial appointment, an entry level appointee must either (1) take and complete a training course approved by the Police Chief at an academy approved by the Police Chief on such dates as are designated by the Police Chief and be certified by the Illinois Local Governmental Law Officers' Training Board that the appointee has successfully completed said course or (2) if previously certified by the Illinois Local Governmental Law Officers' Training Board as successfully completing an approved course, shall make a written request for and receive a waiver of additional training from the Illinois Local Governmental Law Officers' Training Board.

B. Lateral Level. If the appointee is a lateral hire and had been previously employed for at least one year in a regularly constituted Police Department of another municipality in the State of Illinois in the capacity of police officer with references satisfactory to the Board, then the probation period shall be for one year from the date of appointment to the Park Ridge Police Department.

C. Extension or Interruption of Probationary Period. A person's probationary period may be extended in accordance with the provisions of the City Employee Manual and the following Rules:

1. General. The probationary period for a Police Department probationary appointee may be extended by the Board for a period of not more than six months for Police Department employees, on the recommendation of the Police Chief. The Chief's recommendation must describe the basis for the proposed extension and any necessary actions recommended and for which the extended probationary time period is required. The Chief's recommendation must be provided to the person whose probationary period is recommended for extension prior to the expiration of the person's initial probationary period.

2. Layoffs. If a probationary appointee with a satisfactory record is laid off or furloughed during a probationary period and is subsequently reappointed to a position in the same Department, that person shall be given credit for the portion of the probationary period completed before being laid off or furloughed.

3. Disability/Illness/Injury/Duty Leaves. The probationary period of a disabled probationary appointee of the Police Department may be extended by the Police Chief for the length of each disability, illness, injury, or duty related leave in excess of 30 calendar days. The Chief's decision must describe the basis for the proposed extension and any necessary actions recommended and for which the extended probationary time period is required. The Chief's decision must be provided to the person whose probationary period will be extended.

D. Discharge of a Probationary Police Officer. A probationary police officer may be suspended or terminated by the Police Chief or the City Manager whenever it is determined that the employee's performance or conduct is unsatisfactory for any reason; provided, however, that no such termination or suspension shall be imposed without first giving the appointee written notice thereof setting forth the basis therefor and advising the appointee of the opportunity to be heard by the Police Chief or City Manager, or their designee, concerning the relevant facts and circumstances. The Police Chief or the City Manager shall notify the Board of any such action.

E. Disciplinary Provisions Not Applicable. The disciplinary provisions of these Rules do not apply to the dismissal or suspension of a probationary appointee.

F. No Rights. During the probationary period, a probationary appointee shall be deemed not to have any vested, property, or other right or interest in an entry level or promotional position or other employment with the City, and nothing in this Section or in any other provision of these Rules shall be construed or applied to create any such right or interest.

G. Certification. Final certification of probationary police officers shall be subject to successful completion of the Basic Training Course as provided by the Illinois Governmental Law Enforcement Officers Training Board within the prescribed probationary period. Inability to successfully complete this course shall be grounds for dismissal.

Section 20. TEMPORARY APPOINTMENTS

At the request of the City Manager, and without complying with the provisions of these Rules that otherwise govern appointments, the Board has the authority to make temporary appointments to the Police Department of one or more persons, who have not qualified for regular appointment to the Police Department, but who have successfully completed the Basic Training Course as provided by the Illinois Governmental Law Enforcement Officers Training Board, consistent with the City Manager's request to prevent a stoppage of public business, to meet extraordinary emergencies, or to prevent material impairment of the Police Department. These temporary appointments shall remain in force only for the time period requested by the Manager. The temporary appointments shall not exceed 60 calendar days and no temporary appointment of the same person shall be made more than twice in a 12 month period.

Section 21. OATH OF OFFICE

Prior to entering duty as a police officer in the Police Department, all appointees must take the required oath of office.

CHAPTER 3
ENTRY LEVEL POSITIONS (FIRE DEPARTMENT)

Section 1. JOB ANALYSIS

Standards for the testing of firefighter/paramedics shall be established by a job analysis analyzing tasks and traits necessary for successful performance in the position for which testing shall be conducted by the City Administration. A job analysis shall be conducted in a professional manner and shall establish bona fide occupational requirements for the position being tested. The testing process shall be validated; content, construct, and criterion-related validity measures shall be established whenever possible. The City Administration may be called upon to conduct such validation studies consistent with criteria such as that established by the American Psychological Association and consistent with Equal Employment Opportunity (EEO) standards. The City Administration shall make a "best effort" to see that the letter and spirit of test validation is accomplished consistent with the logical constraints imposed by available municipal resources and other factors.

Section 2. APPLICATIONS

A. Forms; Notice. Applications for positions with the Fire Department shall be filed prior to the expiration of the application closing date. No application will be processed until notice of an examination for a position has been given, and applications will be accepted only during the period designated by the Board in accordance with these Rules. The recipient of the application on behalf of the Board shall note on the application the date and time it was received. Each applicant shall be responsible for advising the Board of any changes in the applicant's contact information or in any information disclosed in the application.

B. Job Qualifications. Every applicant must meet bona fide occupational qualifications of the position as determined by a job analysis and as measured by tests approved by the Board.

C. Documentation. Applicants shall furnish with their applications a copy of their birth certificate, naturalization papers (if applicable), driver's license, high school diploma or GED certificate and, if applicable, proof of military service such as U.S. Government Form DD214 or other discharge papers. In addition, applicants must provide proof of successful completion of the required physical ability test (CPAT) at the time of application, as required by Section 7 of this Chapter. Failure to provide proof of successful completion of the required physical ability test (CPAT) within the time frame specified will exclude the applicant from participating in the written examination and from the remaining testing components. Applicants must also furnish with their application a copy of the applicant's State of Illinois license as Emergency Medical Technician/Paramedic (EMT/P) or proof of enrollment in a paramedic program.

Section 3. DISQUALIFICATION

A. Criteria. An applicant may be refused the right to participate in the examination process, or be certified as an eligible candidate, or be appointed to the Fire Department if the applicant does not meet the prerequisites and eligibility requirements of these Rules, or is disqualified on the basis of the criteria listed in this Subsection A. The burden of establishing eligibility facts rests upon the applicant. Any false statement of material nature knowingly made by a person in an application for examination, or connivance in any false statement made in a certificate that may accompany such application, or complicity in any fraud relating to the same shall be regarded as cause for disqualification or exclusion from the examination process.

1. Who is not of good moral character, of temperate habits, or of sound health, or who is not physically able to perform the duties of the position.

2. Who is found to be unqualified or lacking in any of the established bona fide occupational requirements for the position in the service for which the candidate applies.

3. Who is found to be physically, mentally, or medically unable to perform the essential functions of the position of firefighter/paramedic.

4. Who, in the opinion of a licensed physician or psychologist (or similar professional) as part of the medical and/or psychological examinations conducted after a conditional offer is made, has any physical, mental, or medical condition or disorder that would create a safety risk to the candidate, other City employees, or to the public if the candidate were hired as a firefighter/paramedic.

5. Who is a user of illegal narcotics, drugs, or intoxicating substances, or who currently uses any controlled substances or narcotics that have not been prescribed to the applicant, or who is a habitual user of any intoxicating substances to the extent that job performance may be diminished.

6. Who has been convicted of any felony or a crime of moral turpitude, or any misdemeanor conviction under Sections 11-1.50, 11-6, 11-7, 11-9, 11-14, 11-15, 11-17, 11-18, 11-19, 11-30, 11-35, 12-2, 12-6, 12-15, 14-4, 16-1, 21.1-3, 24-3.1, 24-5, 25-1, 28-3, 31-1, 31-4, 31-6, 31-7, 32-1, 32-2, 32-3, 32-4, or 32-8, subdivisions (a)(1) or (a)(2)(C) of Section 11-14.3, or paragraphs (1), (6), or (8) of subsection (a) of Section 24-1 of the Criminal Code of 1961 or the Criminal Code of 2012, as set forth Section 2.1-6(c) of the Act, as it may be amended from time to time.

7. Who has been dismissed from any public service for cause.

8. Who has practiced or has attempted to practice any dishonesty, deception, or fraud (a) in the application, examination, or other submissions to or dealings with the Board, the Fire Department, or the City or (b) during any oral interview or written examination, including but not limited to knowingly receiving test questions or answers prior to taking the written examination.

9. Who is found to have omitted information in the application, supporting documents, background check, polygraph, interview, or any other portion of the application or examination process to the Board, Fire Department, or City Administration.

10. Who is found to have a consistent pattern of financial irresponsibility, calling into question the applicant's ethics, stability, trustworthiness, honesty, or moral character.

11. Who is found to have a work record which reveals excessive absences, repeated tardiness, misconduct, harassment of co-workers, or any pattern of work performance which would call into question to the applicant's ability to meet the standards required to support the mission and values of the City.

12. Whose character or employment references or background check is unsatisfactory.

13. Who does not meet the standards for appointment as an entry level firefighter/paramedic, as set forth in this Chapter.

14. Who has failed to abide by the rules and procedures governing any aspect of the application process, including the submittal of a complete application in a timely manner. A defective application (e.g., missing required information, failure to pass physical ability test) may be corrected and re-submitted prior to the submittal deadline date.

15. Who has failed to appear for, or failed, any element of the examination or otherwise has not successfully completed any portion of the examination process.

16. Who does not have a valid automobile driver's license.

B. Notification. Whenever the Fire Chief makes a preliminary finding that an applicant or candidate does not meet the prerequisites for participating in the examination process for the position of firefighter/paramedic, the Chief shall notify the applicant or candidate, as well as the Board, of that finding by a written notice stating the reasons for the finding. If the Board disqualifies an applicant or candidate under Subsection A of this Section, the Board shall notify the applicant or candidate of that decision and its reasons. No notification will be required or provided to applicants who fail to submit a completed application or who do not meet the educational or EMT/P prerequisites.

Section 4. AGE REQUIREMENTS

A. Minimum Age for Entry Level Position. At the time of close of the application date, an applicant for an entry level position in the Fire Department must be 21 years of age.

B. Maximum Age for Entry Level Positions. At the time of close of the application date for any entry level position in the Fire Department, an applicant must be less than 35 years old, except as provided in Subsection C below.

C. Exceptions to Maximum Age Standard. The maximum age limitation in Subsection 4.B above does not apply in the following circumstances:

1. to any person previously employed as a full-time firefighter in a regularly constituted fire department or fire protection district located in Illinois; or

2. to any person previously employed as a full-time firefighter in a regularly constituted fire department of a fire protection district whose obligations were assumed by a municipality under Section 21 of the Fire Protection District Act,

3. to any person previously employed as a full-time firefighter in a regularly constituted fire department of a municipality whose obligations were taken over by a fire protection district; or

4. to any person who has served a municipality as a regularly enrolled volunteer, paid-on-call, or part-time firefighter for five years immediately preceding the time that municipality begins to use full-time firefighters to provide all or part of its fire protection service; or

5. to any 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 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.

Section 5. SPECIAL REQUIREMENTS AND QUALIFICATIONS

A. Special Standards. The Board may set particular standards for eligibility for an entry level position or for promotion positions for which applications are sought if the Board determines that such position requires special qualifications. The Board also may require evidence from each applicant establishing that the applicant meets those particular standards.

B. Fingerprinting. All applicants shall be fingerprinted and the fingerprints shall be used for completion of criminal background checks.

C. Tattoos. All applicants for a firefighter/paramedic position in the Fire Department must comply with the Fire Department's tattoo policy, a copy of which is available upon request of the Fire Department.

Section 6. EDUCATION REQUIREMENTS

A. Education. No person shall be eligible to apply for a full-time, sworn position in the Fire Department unless that person: (a) has qualified for and received a State of Illinois license as an Emergency Medical Technician/ Paramedic (EMT/P) or is enrolled in a paramedic program, and (b) has a high school diploma or has an equivalent high school education.

B. Transcripts; License. Applicants shall provide a certified copy of the diploma and school transcript and the required EMT/P license or proof of enrollment in a paramedic program with the application. Upon request, an applicant may be required to provide a certified copy of any required documentation.

Section 7. EXAMINATIONS AND PHYSICAL REQUIREMENTS

The following examinations shall be required as part of the application process or after a conditional offer of employment is extended, as directed by the Board or the City Administration:

A. Written Examination. Written examinations shall be administered to measure specific job-related criteria as identified by the job analysis. Written tests may be used to differentiate among candidates beyond the passing level when the tests can be shown to be predictive of job skills or performance.

B. Medical Examination. There shall be no height or weight requirement established other than requirements consistent with bona fide occupational qualifications as identified by the job analysis. Applicants shall be required to submit to a medical examination by a licensed physician or medical group designated by the City Administration. The purpose of the medical examination shall be to determine the candidate's physical ability to perform the duties and essential functions of the position for which the applicant seeks employment. This examination is performed only after a conditional offer of employment is made.

C. Vision Requirements. Applicants are required to meet visual acuity standards with correctable vision to 20/20 and free from color blindness.

D. Physical Fitness Test (CPAT). It is the responsibility of the applicant for a firefighter/paramedic position, at the applicant's own cost, to take and pass the Candidate Physical Ability Test with the ladder climb exercise component (CPAT) in order to be eligible to participate in the examination process and to be hired to an entry level position in the Fire Department. Each applicant shall provide written proof of having passed the CPAT within the 12 month period immediately prior to the close of the application date. The applicant must be able to pass the CPAT at any time throughout the selection process, including the conditional offer phase. The City will only accept the Candidate Physical Ability Test. The CPAT is a standardized test administered by testing agencies and is not administered by the City. If at the time a conditional offer is made, the applicant's CPAT results are more than twelve 12 months old, the applicant, at the applicant's cost, may be required to re-take and pass the CPAT.

E. Psychological. Applicants shall, when required, submit to psychological tests from a qualified and recognized examiner selected by the Board. These tests are given to determine a candidate's psychological ability to properly discharge the duties and essential functions of the position for which the applicant seeks employment. These tests are performed only after a conditional offer of employment is made.

F. Polygraph Examination. Applicants shall, when required, submit to a polygraph examination. The examination shall be conducted by a testing service, licensed by the State of Illinois, and selected by the City Administration.

G. Background Investigation. Applicants shall submit to fingerprinting and other background checks and shall provide signed releases and consents to access such records as may be required by the Board or the City Administration to conduct a complete background investigation.

Section 8. EXAMINATION PROCESS

A. Call for Examinations. The Board, from time to time and in consultation with the City Administration, will call examinations to establish and maintain certified eligibility lists for entry level ranks in the Fire Department. All examinations will be advertised and noticed in a manner that encourages the submittal of applications by as many qualified applicants as possible.

B. Postponement. An examination may be postponed by order of the Board. When an examination is postponed, the Board will state the reason for the postponement, designate a new date for the examination, and notify applicants of the postponement of any examination and the new date for examination.

C. Authority to Conduct Examinations**.** The City Administration, in consultation with the Board, shall conduct examinations to fill vacancies for positions in the Fire Department as provided for in these Rules. The Board is authorized to establish and charge an examination fee to cover the application costs.

D. Purpose of Examinations. Subject matter for written examinations, medical examinations, psychological examinations, oral examinations, or other tests approved by the Board and administered by the City Administration, or its agent, shall fairly test the capacity of the applicant to discharge the duties of the position of firefighter/paramedic. All examinations shall be administered in accordance with the City's Equal Employment Opportunity Policy.

E. Release of Liability. All applicants shall sign a release of all liability as part of the examination process, in a form approved by the City Attorney.

F. Assessment Center Process. The Assessment Center process (e.g., group discussions, use of outside consultants to assist with testing and interviewing, etc.) may be used by the City Administration to test work-related qualifications for the position for which the candidates are being tested. Assessment Center scores may be used to differentiate among candidates based upon their job-related qualifications for a position.

G. Oral Board Examinations. The Board may examine or cause to be examined all candidates for positions in the Fire Department under their jurisdiction through an Oral Board interview. Interviews shall be administered according to a structured pattern established by the Board and shall measure criteria which the Board shall designate prior to the interview. Each individual participating in the oral examination process shall independently grade candidates for positions using the established pass/fail criteria.

Section 9. ELIGIBILITY LISTS

A. Certification; Posting of Initial Eligibility List. Initial eligibility lists of eligible candidates shall be prepared and certified by the Board and posted at City Hall and on the City's website within 60 calendar days of the close of application date.

B. Certification; Posting of Final Eligibility List. The initial eligibility list shall be replaced by the final eligibility list of eligible candidates, which shall be prepared and certified by

the Board and posted at City Hall and on the City's website after the applicable preference points are requested, verified, calculated, and applied to the candidates' test scores.

C. Duration. The name of an eligible candidate shall be stricken from a final eligibility list (even if the final eligibility list has been merged with another initial eligibility list or a final eligibility list under the continuous testing process) after the name has been on any eligibility list for more than two years from the date that the name was first placed on any eligibility list.

D. Scoring of Lists.

1. Initial Eligibility List. The initial eligibility list shall include all candidates participating in the written examination who (a) achieve at least a minimum passing score, as established by the City, and (b) demonstrate the candidate's ability to perform the essential functions of the job of an entry level firefighter/paramedic, be supported by appropriate validation evidence and comply with all applicable state and federal laws. The placement on the initial eligibility list shall be determined by: (a) written examination score and (b) successfully passing the CPAT. Each time additional examinations are administered, the initial eligibility list shall be updated and posted within 60 days of the examination date with the final grades of the candidates without reference to priority of the time of examination and a statement that the list is subject to claims for preference points.

2. Final Eligibility List. The Board shall create a final eligibility list, which shall consist of those candidates who meet the qualifications set forth in paragraph 1 above, and the application of all verified preference points to each eligible candidate's score to determine the rank of the final eligibility list. The names of the candidates appearing on the final eligibility list shall be ranked in order based upon the candidate's total cumulative score. All preference points will be applied in the manner required by the Act, as amended. The Board shall designate on the List all veterans and licensed candidates who receive preference in appointment and may create and post a second list that ranks these candidates along with the experience-preferred candidates in accordance with their preference for appointment under applicable provisions of the Act. If more than one candidate with experience points is prevented from receiving all of the candidate's points due to not being able to pass a veteran on the list, then the experience-preferred candidates shall be listed below the veteran(s) but be re-ranked in relation to all other candidates as if their experience points were fully applied. In the event of a tie score, the placement of the tied candidates' names on the final eligibility list shall be determined by lot, in the presence of the Board or its designee, in the manner as determined by the Board.

3. Preference Points. Qualified applicants who make a timely written request to the Board shall be entitled to receive the following preference points, but the maximum amount cannot exceed 30 points. The Applicant shall submit in writing, no later than 10 days after the posting of the initial eligibility list, a request for preference points along with supporting documents to verify eligibility to receive such points.

(a) Veteran's Points. Candidates 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: 5 preference points.

(b) Residency within the City (e.g., proof of voter registration, lease, home ownership). 3 preference points.

(c) Education. A bachelor's degree with a concentration in fire science studies: 5 preference points; a bachelor's degree: 3 preference points; an associates degree with a concentration in fire science studies: 2 preference points (the degree must be from an accredited college or university listed in the United States Department of Education database).

(d) Experience.

(i) Paramedic. A paramedic in good standing that possesses full privileges with the Fire Department's emergency medical service system: 5 preference points.

(ii) OSFM Certification (NIPSTA or Romeoville Academy). Office of the Illinois State Fire Marshal (OSFM) Basic Operations (BOF) certification and a current OSFM Hazardous Materials Operations certification obtained from the NIPSTA Fire Academy or Romeoville Fire Academy: 5 preference points.

(iii) OSFM Certification (Other Academy). Office of the Illinois State Fire Marshal (OSFM) Basic Operations (BOF) certification and a current OSFM Hazardous Materials Operations certification obtained from an academy other than the NIPSTA Fire Academy or Romeoville Fire Academy: 2 preference points.

4. Calculation of Points. Veteran's preference points and education preference points awarded under these Rules shall not be cumulative.

5. Ranking; Selection. The eligible candidates shall take rank upon the list in the order of their relative excellence based on the highest to the lowest total points scored. The Board may pass over the highest ranking individual on the final eligibility list if the Board has reason to believe (a) a candidate no longer meets one or more of the minimum eligibility standards or (b) a candidate in the top 5% or top five highest ranked individuals on the Final Eligibility List (if the number of people who have a ranking in the top 5% of the final eligibility list is fewer than five people) would better meet the needs of the Fire Department.

Section 10. CONTINUOUS TESTING

The City Administration may test applicants in the labor market on a continuous basis. Testing, evaluation, and the placement of applicants on an eligibility list shall be according to the scoring methods determined by Staff and approved by the Board. The purpose of continuous testing is to provide a labor pool of the most qualified candidates in the local labor market so that the City may provide the highest possible quality of service to the public. Candidates evaluated through the continuous testing process shall be compared with candidates previously tested based upon job-related qualifications for the position tested as established by the job analysis. When continuous testing applies, all candidates shall be subject to substantially similar testing procedures and the method of scoring shall be the same. Candidates who are added to the current eligibility list under the continuous testing process will remain eligible for appointment from either the current eligibility list or the subsequent eligibility list for a period of two years from the date the candidate is placed on the current eligibility list.

Section 11. RELEASE OF INFORMATION

Information regarding specific elements of the testing process for any candidate shall be deemed to be confidential and shall not be released to a third party without written approval of the candidate or a court order requiring the release.

Section 12. RETENTION OF RECORDS

All examinations materials shall become the property of the Board and shall be retained by the Secretary as required by state law.

Section 13. ATTENDANCE AT AND ADMISSION TO EXAMINATION

A. All applicants who have not been disqualified by the Board shall present themselves for examination.

B. No person shall knowingly be admitted to an examination who does not meet the minimum qualifications for the position sought. The fact that a person is admitted to any examination shall not be considered as evidence that the person is qualified or eligible for the position of firefighter/paramedic.

Section 14. DISCLAIMER OF APPLICANT INTEREST

Neither the filing of an application, nor the acceptance of an application, nor an applicant's satisfaction of the general or special qualifications for filing an application or being admitted to an examination, nor anything else in these Rules shall be construed as creating any vested, property, or other right or interest in any person to apply for, be examined for, or be appointed to any position in the Fire Department.

Section 15. CONDITIONAL OFFER, APPOINTMENT, AND WAIVER OF APPOINTMENT

A. Pre-Offer Employment Examinations.

1. Pre-Offer Employment Examinations. Prior to extending an offer of employment, the Board shall select the top candidates on the final eligibility list (the number of which will be determined by the needs of the department), or other candidates selected per the process set forth in these Rules, and direct them to complete the below listed examinations. Those candidates who successfully pass the following examinations and meet the following requirements will be eligible for a conditional offer of employment, which may or may not be extended, in the discretion of the Board:

    a. Polygraph Examination.
    b. Background Examination
    c. Oral Interview with Board.

2. Investigation of Applicant's Background/Waiver. By making application for a position to the Fire Department, each applicant expressly authorizes the Board to conduct such investigation into the applicant's history and character to determine that the applicant would not be disqualified under the requirements of these Rules. All candidates shall provide their fingerprints (if required by the department) and execute a form authorizing and empowering the Board and its agents to conduct a comprehensive background investigation of the applicant.

3. Failure to Pass any Examination at Pre-Offer Stage. Failure of the candidate to successfully pass any such examination, as determined by the Board, shall eliminate and disqualify that candidate from further consideration and the candidate's name shall be stricken from the final eligibility list.

B. Conditional Offers of Employment. Prior to making a final offer of employment to a candidate, the Board shall make a conditional offer of appointment, conditioned on the candidate's successful completion of the additional examinations listed below.

    1. Psychological examination.
    2. Medical examination.
    3. Proof of required certifications and licenses.

    Failure of the candidate to successfully pass any such examination, as determined by the Board, shall eliminate and disqualify that candidate from further consideration and the candidate's name shall be stricken from the Final Eligibility List.

C. Final Offer of Appointment. Once a candidate who has accepted a conditional offer successfully completes the remaining examinations to the satisfaction of the City, a final offer of appointment will be extended. Appointments to entry level positions for which the final eligibility list have been established shall be made in accordance with the Act. Offers of appointment shall be conditioned on successful completion by such applicants of each examination element that was deferred pursuant to the applicable provisions of these Rules. For purposes of appointments to the Fire Department, the offer shall also be conditional on the applicant having a current State of Illinois license as an Emergency Medical Technician/Paramedic, including proof of successful completion of any required continuing education requirements of the Illinois Department of Public Health. If any such

applicant fails to successfully complete any one of those examination elements or fails to have maintained EMT/P certification, then the conditional offer of employment shall be deemed withdrawn and the Board shall fill the vacancy or vacancies pursuant to the applicable procedures of these Rules as if the name of that applicant had been stricken from the Final Eligibility List.

D. Waiver of Appointment. Within seven calendar days after receiving notice of a conditional offer of appointment, the applicant may request, in writing, to waive or pass the right to appointment. The statement shall identify the reasons therefor and request that the Board retain the applicant's name on the eligibility list. An eligible candidate who has been certified by the Board to fill a vacancy may waive or pass on an appointment one time without losing the candidate's place on the eligibility list. Any eligible candidate who waives or passes on an appointment a second time shall have the candidate's name removed from the eligibility list, but such removal shall not prejudice a person's opportunity to participate in future examinations.

Section 16. PROBATIONARY PERIOD

A. Entry Level. Appointees to the entry level rank in the Fire Department shall be on probation for a period of one year after the date of actual, active employment and for any extension of time as provided in this Section. During the probationary period, an appointee to an entry level rank in the Fire Department shall obtain certification by the Illinois Office of State Fire Marshal as a Basic Operations Firefighter (or the replacement or updated equivalent classification), Illinois Office of State Marshal Fire Service Vehicle Operator certification, Illinois Office of State Fire Marshal Hazardous Materials Operations certification, secure an Illinois Class B, non-CDL drivers' license, and successfully complete the Fire Academy, if applicable.

B. Extension or Interruption of Probationary Period. A person's probationary period may be extended in accordance with the provisions of the City Employee Manual and the following Rules:

1. Layoffs. If a probationary appointee with a satisfactory record is laid off or furloughed during a probationary period and is subsequently reappointed to a position in the same Department, that person shall be given credit for the portion of the probationary period completed before being laid off or furloughed.

2. Training / Disability / Illness / Injury / Duty Leaves. The probationary period for a Fire Department probationary appointee may be extended by the Fire Chief, for the length of each training session (including up to two weeks of Department/City orientation, any time spent at the Fire Academy, any time spent in basic- and operations-level Hazardous Materials training, up to four weeks of local preparation for shift assignment while on a 37.5-hour week schedule, and up to ten 22.5-hour shifts for paramedic system-entry and orientation programs) or for disability, illness, injury, or duty related leaves in excess of 30 calendar days. The probationary period for a Fire Department probationary appointee may also be extended by the Fire Chief for one six-month extension period, to allow the person to be accepted into the City's emergency medical service system before being appointed as a permanent employee. The Chief's decision must describe the basis for the proposed extension and any necessary actions recommended and for which the extended probationary

time period is required. The Chief's decision must be provided to the person whose probationary period will be extended.

C. Discharge of a Probationary Firefighter/Paramedic. A probationary firefighter/paramedic may be suspended or terminated by the Fire Chief or the City Manager whenever it is determined that the employee's performance or conduct is unsatisfactory for any reason; provided, however, that no such termination or suspension shall be imposed without first giving the appointee written notice thereof setting forth the basis therefor and advising the appointee of the opportunity to be heard by the Fire Chief or City Manager, or their designee, concerning the relevant facts and circumstances. The Fire Chief or the City Manager shall notify the Board of any such action.

D. Disciplinary Provisions Not Applicable. The disciplinary provisions of these Rules do not apply to the dismissal or suspension of a probationary appointee.

E. No Rights. During the probationary period, a probationary appointee shall be deemed not to have any vested, property, or other right or interest in the entry level or promotional position or other employment with the City, and nothing in this Section or in any other provision of these Rules shall be construed or applied to create any such right or interest.

F. Certification. Final certification of probationary firefighter/paramedics shall be subject to: successful completion of basic firefighter training to earn Basic Operations Firefighter, Hazardous Materials Operations, and Fire Service Vehicle Operator certifications through the Office of the Illinois State Fire Marshal's Division of Personnel, Standards, and Education (or OSFM equivalent unless the certification is repealed); maintain licensure in good standing through the Illinois Department of Public Health as an Emergency Medical Technician-Paramedic and earn full privileges into the Fire Department's emergency medical service system; acquire an Illinois Class-B Non-CDL driver's license (or greater classification) through the Illinois Secretary of State's Office; successful completion of the Fire Department's Probationary Training Program. Inability to successfully complete these requirements may be grounds for dismissal.

Section 17. TEMPORARY APPOINTMENTS

Subject to the written mutual approval of the City Manager and the certified bargaining agent for the firefighter/paramedics, at the request of the City Manager, and without complying with the provisions of these Rules that otherwise govern appointments, the Board has the authority to make temporary appointments of one or more persons, who have not qualified for regular appointment to the Fire Department but who have successfully completed basic firefighter training to earn Basic Operations Firefighter, Hazardous Materials Operations, and Fire Service Vehicle Operator certifications through the Office of the Illinois State Fire Marshal's Division of Personnel, Standards, and Education (or OSFM equivalent unless the certification is repealed); maintain licensure in good standing through the Illinois Department of Public Health as an Emergency Medical Technician-Paramedic and earn full privileges into the Fire Department's emergency medical service system; acquire an Illinois Class-B Non-CDL driver's license (or greater classification) through the Illinois Secretary of State's Office; successful completion of the Fire Department's Probationary Training Program so that the persons may work for the Fire Department consistent with the Manager's request to prevent a stoppage of public business, to meet extraordinary emergencies, or to prevent material impairment of the Fire Department. These temporary appointments shall remain in force only for the time period requested by the Manager. The temporary

appointments shall not exceed 60 calendar days and no temporary appointment of the same person shall be made more than twice in a 12 month period.

Section 18. OATH OF OFFICE

Prior to entering duty as a firefighter/paramedic in the Fire Department, all appointees must take the required oath of office.

CHAPTER 4
PROMOTIONS (POLICE DEPARTMENT)

Section 1. PROMOTION LIST - SERGEANTS

Promotional lists of qualified eligible candidates shall be established and certified by the Board for the position of Sergeant in the Police Department. The promotional list shall be posted at City Hall and on the City's website.

Section 2. METHOD OF PROMOTION

These Rules contain the minimum qualifications and work experience requirements for promotion to the position of Sergeant. City Administration may recommend for Board approval additional minimum qualifications and work experience requirements for the position of Sergeant. Promotional applicants must meet the qualifying standards in order to be certified to a promotional list. All examinations for promotions shall be competitive among such members of the next lower ranks as desire to participate in the examination and who meet the approved minimum qualifications.

Section 3. CRITERIA FOR DETERMINING PROMOTIONS

Subject to any side letter or other agreement in effect between the City and any representative labor organization that governs promotions, the criteria for determining promotions in the Police Department shall be established by a job analysis. The City Administration will recommend for Board approval the criteria to be used in the evaluating of all candidates prior to beginning the testing process and shall post this criteria before testing. Criteria may include scores of candidates on written test batteries, an Assessment Center, peer review, supervisory evaluation, job-related seniority, oral test performance, performance evaluations and other job-related criteria. The City Administration shall establish a recognized job-related bibliography of reference materials, which may be used to prepare for written examinations for promotional positions.

Section 4. PROMOTIONAL CERTIFICATION AND APPOINTMENT

In promotional certification and appointment procedures, the Board shall certify the names of the eligible employees and place them alphabetically on the final promotional list. The Police Chief, in the Chief's sole discretion, shall fill the promotional vacancy from among the eligible candidates listed on the final promotional list, as originally posted, or as remaining thereon after appointments have been made therefrom.

The Board in determining next in order of rank in promotional examinations herewith determines a policy of extending the examination successfully through all of the order of rank in the services in an endeavor to qualify suitable eligible or eligible personnel for the vacancy or vacancies existing before extending the examination to the general public.

Section 5. LIFE OF PROMOTIONAL LIST

Life of a promotional list shall not be less than one year nor exceed two years in duration, as determined prior to the test from time to time by the Board. When there are less than three names on a promotional list, the Police Chief may request that the Board certify a new list. The eligibles certified to a list may retest without risk of losing their certification as qualified for one year from the date that they were originally certified.

Section 6. DEPUTY CHIEF AND COMMANDER

Appointment to the positions of Deputy Chief and Commander in the Police Department shall be made in accordance with the provisions of Chapter 12 of Article 3 of the City's Municipal Code and not by the Board.

Section 7. PROBATION

A. Probationary Period. Appointees to promotional level positions in the Police Department shall be on probation for one year from the date of promotion. If, after completion of the probationary period, the conduct and job performance of the probationary employee have been satisfactory, in the sole discretion of the Police Chief, the appointment shall become final upon written notification from the Police Chief.

B. Demotion During Probationary Period. A probationary promotional appointee may be demoted to the classified rank previously held prior to the promotion, without regard as to whether a vacancy exists in that rank, whenever the Police Chief determines that the employee's performance or conduct is unsatisfactory for any reason. The Police Chief shall notify the Board of such action.

CHAPTER 5
PROMOTIONS (FIRE DEPARTMENT)

Section 1. PROMOTIONS

Promotional lists of qualified eligible candidates shall be established for the position of Lieutenant in the Fire Department in accordance with these Rules and the applicable provisions of the Fire Department Promotion Act (50 ILCS 742/1 *et seq.*), as amended, provided that the home rule authority preemption provision of the statute remains in place. The promotional lists shall be certified by the Board and posted at City Hall and on the City's website.

Section 2. CRITERIA FOR AND METHOD OF PROMOTION

Promotions to the rank of Lieutenant in the Fire Department shall be made in accordance with the applicable provisions of the current collective bargaining agreement entered into between the City of Park Ridge and the current representative labor union, and/or any executed side-letter that governs such promotions, the applicable provisions of the Fire Department Promotion Act, as amended, and as set forth in these Rules and Regulations. The provisions of the Fire Department Promotion Act (provided that the home rule authority preemption provision of the statute remains in place) shall be applicable and control with respect to any subject that is not covered by the applicable provisions of the collective bargaining agreement or a side-letter.

Section 3. DEPUTY CHIEF, CAPTAIN, AND BATTALION CHIEF

Appointment to the positions of Deputy Chief and Captain in the Fire Department shall be made in accordance with the provisions of Chapter 12 of Article 3 of the City's Municipal Code and not by the Board.

Appointment to the position of Battalion Chief in the Fire Department shall be governed by the applicable provisions of the current collective bargaining agreement entered into between the City and the current representative labor union, and/or any executed side-letter that governs such promotions.

Section 4. INELIGIBILITY

A. Any applicant who has failed to successfully complete any portion of the selection process shall be notified in writing of the failure and of the applicant's ineligibility to either continue with the examination process or to be placed on the promotional eligibility list. Such notification shall be made within 30 days of the decision.

B. Any applicant who believes an error has been made in eligibility, examination, or placement on the promotion list shall be entitled to review by the Board or as otherwise provided by law.

C. Any applicant who fails to successfully complete any portion of the promotional process or who is not promoted from the eligibility list may reapply for the next promotional process.

Section 5. INTERPRETATION

If there is a conflict or inconsistency between these Rules, as amended, the applicable provisions of the current collective bargaining agreement or any side-letter, and the Fire Department Promotion Act, as amended, the provisions of the Fire Department Promotion Act shall be applicable and control, provided that the home rule authority preemption provision of the statute remains in place. The provisions of the Fire Department Promotion Act shall govern any subject that is not covered by the applicable provisions of the current collective bargaining agreement or any side-letter, provided that the home rule authority preemption provision of the statute remains in place.

Section 6. PROBATION

A. Probationary Period. Appointees to promotional level positions in the Fire Department shall be on probation for one year from the date of promotion. If, after completion of the probationary period, the conduct and job performance of the probationary employee have been satisfactory, in the sole discretion of the Fire Chief, the appointment shall become final upon written notification from the Fire Chief.

B. Demotion During Probationary Period. A probationary promotional appointee may be demoted to the classified rank previously held prior to the promotion, without regard as to whether a vacancy exists in that rank, whenever the Fire Chief determines that the employee's performance or conduct is unsatisfactory for any reason. The Fire Chief shall notify the Board of such action.

CHAPTER 6
DEMOTION, LAYOFF, RESIGNATION, LEAVE OF ABSENCE, TRANSFER

Section 1. INVOLUNTARY AND VOLUNTARY DEMOTIONS

Subject to the filing of charges by the respective Police or Fire Chief and a hearing before the Board, where applicable, a classified rank employee may be demoted to a lower classified rank position only upon action of the Board.

An exempt employee, appointed by the respective Police or Fire Chief may be demoted to the last classified rank previously held prior to promotion to an exempt position, without regard as to whether a vacancy exists in that rank, whenever the respective Police or Fire Chief determines that the employee's performance or conduct is unsatisfactory for any reason. The respective Police or Fire Chief shall notify the Board of such action.

An employee may voluntarily request in writing to the respective Police or Fire Chief an assignment to a lower rank subject to the approval of the respective Police or Fire Chief and the Board.

Section 2. INTRADEPARTMENTAL TRANSFERS

An employee of the Police or Fire Department may be reassigned to a new task or position within the same Department at the discretion of the respective Police or Fire Chief. Employees that transfer shall retain job status, rank, continuous service and accrued benefits.

Section 3. LAYOFF PROCEDURES

The respective Police or Fire Chief may request the layoff of personnel because of lack of funds or lack of work in accordance with the applicable provisions of the City's Municipal Code, personnel policy manual and collective bargaining agreements. All probationary employees shall be laid off before any permanent employees, followed by any employees eligible for pension who voluntarily choose to retire. Affected employees shall be notified in writing at least 30 calendar days prior to the effective date of any layoff. When an employee possesses special skills, abilities

or knowledge which make the employee essential to the efficient operation of the department, in preference to an employee with greater seniority, the respective Police or Fire Chief shall indicate that fact to the Board in justifying the order in which employees shall be laid off. Upon written request from an employee, the Board shall grant a hearing to an employee who has been laid off out of seniority order. The layoff procedure shall in no way be used as a disciplinary tool.

Section 4. RESIGNATION

A resignation may be in writing or oral. To resign in good standing, an employee shall give the respective Police or Fire Chief at least 30 calendar days prior notice. Failure to comply with this rule shall be entered on the service record of the employee. The respective Police or Fire Chief, with the approval of the City Manager, may waive this requirement if in the respective Police or Fire Chief's judgment exceptional circumstances are warranted. An employee who, without valid reasons, fails to report to work for three consecutive workdays without authorized leave shall be deemed to have voluntarily resigned. A resignation is effective immediately upon receipt by the City Manager, respective Police or Fire Chief, any Board member or the Secretary and need not be acted upon by the City Manager, respective Police or Fire Chief or the Board to be effective.

Section 5. REQUEST TO RESCIND A RESIGNATION

A request to rescind a resignation may be made by an employee prior to the effective date of the resignation, provided the resignation was submitted while the employee was in good standing. The request may be approved or denied at the sole discretion of the respective Police or Fire Chief.

Section 6. RE-EMPLOYMENT LISTS; RECALL

Permanent employees laid off in good standing shall be given first consideration for reinstatement. Probationary employees laid off in good standing shall be given preference for reinstatement prior to any person on the entry level certified eligibility lists. All reinstatements shall be conducted in accordance with the applicable provisions of the City's Municipal Code, personnel policy manual and collective bargaining agreements.

Section 7. LEAVE OF ABSENCE.

The applicable provisions of the City's Municipal Code, personnel policy manual, or respective collective bargaining agreement shall control all leaves of absence.

CHAPTER 7
DISCIPLINE, PROCEDURES, CHARGES, FINDINGS

Section 1. ADDITIONAL DEFINITIONS

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

A. Cause**.** Some substantial shortcoming on the part of a member of either Department that renders the member's continued employment in that Department in some way detrimental to the discipline and

efficiency of the public service rendered by that Department and something that the law and sound public opinion recognize as cause for the member to no longer occupy the position. The Board has the right to determine what constitutes "cause." Without in any manner limiting the foregoing, "cause" shall include but not be limited to the following:

1. the existence of, or discovery of, any fact that would have required disqualification from original appointment; or

2. non-disclosure of any fact that, if disclosed, would have constituted a ground for disqualification from original appointment; or

3. the making of a false statement, oral or written, of a material fact in connection with original appointment that could have substantially affected the decision to appoint the applicant; or

4. any act or occurrence, after appointment, that would have required disqualification from original appointment or that could have constituted cause for disqualification from original appointment; or

5. any violation of any federal, state, or municipal law affecting the member's ability or qualifications to continue in the performance of the member's duties; or

6. incompetence, nonfeasance, misfeasance, or malfeasance in office; or

7. failure to maintain required certifications or licenses for the position held; or

8. violation of a rule or regulation of the respective Department.

B. Charge**.** A written statement alleging cause against the respondent for suspension or removal or discharge under this Chapter.

C. Complainant**.** The Police Chief, the Fire Chief, the City Manager, or their designee or any other person who files a charge under this Chapter.

D. Counsel**.** As used herein means an attorney who has a current law license to practice law in the State of Illinois.

E. Filing**.** All documents shall be filed with Board by mailing them or delivering them or presenting them to the Office of the City Clerk at 505 Butler Place, Park Ridge, Illinois 60068. The documents should be addressed to the attention of the Secretary of the Board. For the purpose of these Rules, the filing date of any document shall be the date it was received in the Clerk's Office whether the document is delivered personally or by messenger or by mail.

F. Parties**.** The complainant(s) and the respondent(s).

G. Preponderance of the Evidence. The greater weight of the evidence; that is, that evidence which, when fairly considered, produces the stronger impression, and has a greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.

H. Respondent**.** A member of either Department against whom a charge is filed.

I. Service**.** The presentation by a party to the other party, or by the Board to a party, of any document by personal delivery to the other party or by mailing by United States mail in an envelope properly addressed, with postage prepaid, to the last known address of such other party, together with a written certificate of service. In the case of service by mail, the date of service shall be deemed to be the second day following the date of mailing, unless said second day is a Saturday, Sunday, or federal or State of Illinois legal holiday, in which event the date of service shall be the first regular business day following said Saturday, Sunday, or legal holiday.

Section 2. CAUSE REQUIRED

Except as provided in Section 11 of this Chapter, no member of either Department shall be suspended or removed or discharged except for cause.

Section 3. SUSPENSIONS; APPEALS TO THE BOARD

A. Suspensions**.** The Chief shall have the right to suspend any member of the Department with or without pay by serving a written notice of suspension upon such member which sets out the facts constituting cause for suspension in accordance with the provisions of Chapter 8 below. The Chief shall promptly notify the Board in writing of every such suspension.

B. Appeal**.** Any member suspended pursuant to Chapter 8 below may appeal the suspension to the Board by filing notice of appeal within five calendar days after service of written notice of such suspension, regardless of when the suspension is to be served. A hearing shall be had on the appeal in accordance with the applicable provisions of this Chapter, except that the respondent shall have the burden of establishing that the suspension was unjust and unreasonable.

On such appeal, the Board shall review the action of the Chief to determine if it is just and reasonable in light of all the evidence presented. The Board may sustain the action of the Chief, may reverse the action of the Chief with instructions that the member so suspended shall receive the member's pay for the period involved, may suspend the member for an additional period of not more than 30 days, or may remove or discharge the member, depending on the evidence presented.

This appeal process will apply unless a member who is in a collective bargaining unit elects a process provided for in the applicable collective bargaining agreement.

Section 4. CHARGES

A. Complainant**.** Charges may be brought against a member by the respective Chief or the City Manager, or their designee, or a member of the public.

B. Charges**.** Charges shall be in writing, shall be signed by the complainant, and shall state with specificity the facts alleged to constitute cause for suspension, removal, or discharge. The original and three copies of the charges shall be filed with the Secretary and one copy shall be served on the respondent.

Section 5. PRE-HEARING PROCEDURES

A. Hearing Date. After the filing of a charge, the Board shall set the date, time, and place for hearing, which hearing date shall be within 30 days after the filing date.

B. Notice of Hearing. The Secretary shall promptly serve notice of hearing on the parties not less than 10 days prior to the hearing date. The notice shall be sent to both the complainant and respondent, either by registered or certified mail, return receipt requested, or personal delivery and shall contain the time and place of the hearing and a copy of the charges.

C. Answer**.** The respondent may file a written answer to the charges. Such written answer shall be signed by the respondent, shall be filed with the Secretary, and shall be served on the complainant not less than 96 hours prior to the hearing.

D. Reply. The complainant may reply to any affirmative matter contained in such answer by signing, filing, and serving a written reply on the Board and the respondent not less than 48 hours prior to the hearing.

E. Sufficiency of Charges-Objections**.** 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. Motions or objections to the sufficiency of written charges must be filed or made prior to or at the hearing before the Board.

F. Continuance**.** Motions for continuance of the hearing made by any party shall be in writing and shall be filed with the Secretary and served on all other parties not less than 48 hours prior to the time set for hearing. The Board may waive said requirements on good cause being shown and a finding that no prejudice will result to any party from any such waiver. The Board may grant or deny a continuance on the motion of any party or on its own motion, but no continuance that extends the commencement of the hearing beyond 30 days from the filing date shall be granted, unless the respondent agrees in writing to waive the 30-day commencement requirement for the hearing. If a continuance is granted on the motion of a respondent who has been suspended by the Board, with or without pay, pursuant to this Section and said continuance causes postponement of the conclusion of the hearing to a date more than 30 days after the date on which charges were filed, a waiver of pay shall be required for the period beginning with the 31st day after such filing and continuing to the date of the conclusion of the hearing. Any request for continuance by reason of inability to serve subpoenas shall be filed in the office of the Board at least 48 hours before the date set for such hearing, provided, however, that the Board in its discretion may waive this rule.

G. Attendance of Witnesses. Any party may, at any time prior to the hearing, file an application with the Secretary for the issuance of a subpoena or subpoenas for any person or persons to appear at the hearing, or to have any such person produce books, papers, records, accounts, and other documents at the hearing. Such application shall be in writing and shall adequately identify such person, persons, addresses, phone numbers or documents sought to be subpoenaed. The Board, or any commissioner, may issue such subpoenas on finding that the testimony of such person or such documents may be relevant to the hearing. Such subpoenas may be authorized either by resolution at a Board meeting or by the signature of any two commissioners without a meeting. Subpoenas may be served by any person of the age of 21 years or more. Subpoenas of the Board may not be issued for a person residing outside of the State of Illinois.

H. Evidence Depositions. Evidence depositions may be taken and utilized in the manner and under the conditions prescribed therefor in courts of general jurisdiction in the State of Illinois.

I. Stipulations. The parties may stipulate and agree in writing, or on the record, as to evidentiary facts or other matters. Any facts so stipulated shall be considered as evidence in the proceeding. In the event the police officer, firefighter/paramedic, or firefighter requests one or more continuances, it shall also be stipulated and agreed that in the event said officer, firefighter/paramedic, or firefighter is to be retained in the officer's officer, firefighter/paramedic's, or firefighter or firefighter's position as the result of a decision of the Board following a hearing of the cause, then no compensation shall be paid to said officer during the period of said continuance.

J. Suspension Before Hearing. The Board may suspend any respondent pending hearing, with pay or without pay, for not more than 30 calendar days. If the Board, after a hearing, determines that the charges are not sustained, then the respondent shall receive any pay withheld during the suspension period. If an Order of Suspension is entered by the Board, the respondent, the complainant, the Chief, the City Manager and the Finance Director shall be notified of the entry of such Order of Suspension, and be served either personally or by listed or certified mail, return receipt requested, with a copy of such Order of Suspension.

Section 6. HEARING PROCEDURES

A. Commencement and Adjournment**.** A hearing on charges shall commence within 30 days of the filing date of the charges and may be adjourned from time to time thereafter for lack of a quorum or to complete the hearing at a later date. All proceedings before the Board during the conduct of the hearing shall be recorded. The records of all hearings will be recorded and transcribed by a court reporter unless all parties of interest agree to waive this requirement.

B. Public Hearings and Closed Hearings**.** All hearings of the Board shall be held in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1.01 *et seq.* The hearing shall be public, but at any time before or during such hearing a complainant, a respondent, or any commissioner may move that such hearing or any portion of such hearing, except for final action, be closed. The Board shall have discretion to grant or deny any such motion.

C. Counsel**.** Any respondent, at the respondent's election and expense, may be represented by any attorney at law licensed to practice law in the State of Illinois. Such attorney shall file and serve an appearance with the Board.

D. Oath**.** All witnesses shall be sworn under oath prior to testifying. Any member of the Board may administer the oath.

E. Stipulations**.** The parties may stipulate and agree in writing, or on the record, as to evidentiary facts or other matters. Any facts so stipulated shall be considered as evidence in the proceeding.

F. Continuances**.** The grant or denial of 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 counsel, unless such request is either made orally to the Chairman of the Board, or received in writing at the Board's office at least 48 hours before the scheduled hearing date. In the event the police officer, firefighter/paramedic, or

firefighter requests one or more continuances, it shall also be stipulated and agreed that in the event said the police officer, firefighter/paramedic, or firefighter is to be retained in the officer's, firefighter/paramedic's or firefighter's position as the result of a decision of the Board following a hearing of the cause, then no compensation shall be paid to said officer during the period of said continuance.

G. Order of Proceedings; Cross Examination**.** After disposition of any stipulations, preliminary motions for continuance, motions directed to the charges, or other motions, the complainant shall present and examine witnesses and offer other evidence substantiating the charges that have been made against the respondent. Thereafter the respondent may present and examine witnesses and offer other evidence refuting the charges. The complainant may then present evidence in rebuttal. All parties shall have the right to cross-examine witnesses presented by another party.

H. Rules of Evidence.

1. A hearing before the Board is not a common-law proceeding. The provisions of the "Civil Practice Act" do not apply to hearings before the Board. Irrelevant, immaterial, or unduly repetitious evidence shall be excluded by the Board. Objections to evidentiary offers may be made by either party and must be ruled upon by the Board. Such objections and rulings shall be noted in the record. Subject to these requirements, when a hearing will be expedited and the interests of parties will not be prejudiced substantially, any part of the evidence may be received in written form.

2. Documentary evidence may be received in the form of copies or excerpts, if the original is not readily available. On request, parties shall be given an opportunity to compare the copy with the original.

3. The Board may take notice of judicially cognizable facts.

I. Burden of Proof. Except as provided in Subsection 3.B of this Chapter, the complainant shall have the burden of proving the charges brought by the "preponderance of the evidence" and should the question of a crime be involved, the rule of "reasonable doubt" shall not control.

J. Argument. The Board shall permit opening statements and also shall permit closing arguments, first on behalf of complainant, next on behalf of respondent, and finally on behalf of complainant, within time limits to be established by the Board in each case.

K. Record of Proceedings. The hearing proceedings shall be recorded by a court reporter supplied by the Board. The transcript shall be made available to any party at such party's expense. The parties may agree to waive the court reporter requirement and agree to have the hearing proceedings recorded on a tape recorder supplied by the Board. A copy of the tape shall be made available to any party for transcription at such party's expense.

L. Subpoenas. Either the complainant or the respondent may at any time before a hearing make application for subpoenas by filing with the Board a written request identifying the individual to appear or the books, papers, records, accounts and other documents to be produced. On the filing of such applications, subpoenas will be issued. Subpoenas may be

served by any person of the age twenty-one years or older. Subpoenas will not be issued for anyone residing outside of the State of Illinois, unless authorized by the Board.

Any requests for continuance by reason of inability to serve subpoenas shall be filed with the Secretary of the Board at least three calendar days before the date set for such hearing; provided, however, that the Board in its discretion may waive this rule.

M. Bifurcation of Hearing; Liability and Mitigation/Aggravation. The Board, on its own or in response to a request, may issue an order that bifurcates the hearing into two parts: (1) during the first part of the hearing, the Board shall consider all of the evidence and testimony presented by the parties and then decide whether to sustain the charges or not and shall issue a ruling in regard to each of the charges; and (2) if one or more of the charges are sustained, the Board shall conduct a mitigation / aggravation hearing at which the parties may present additional evidence and testimony in regard to the appropriate level of discipline that should be imposed and then the Board shall issue its ruling in regard to the discipline to be imposed.

Section 7. FORMS

All papers filed in any proceeding shall be in writing and double spaced, except that long quotations may be single spaced and indented. All papers shall have inside margins of not less than one inch. The original of all papers filed shall be signed by the party filing the paper or by an officer, agent, or attorney thereof and contain the mailing address and telephone number of that person. If papers are filed by an attorney, the attorney's name and address shall appear thereon.

Section 8. 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 a Saturday, Sunday, or holiday as defined or fixed in any statute now or hereafter in force in the State, and then it shall also be excluded.

Section 9. FINDING AND DECISION

A. Vote**.** To reach a finding of guilty on charges brought pursuant to this Chapter, at least three commissioners must vote guilty. A vote of guilty as to a charge by fewer than three Board members constitutes a finding of not guilty. To reverse a suspension appealed to the Board pursuant to this Chapter, at least three Board members must vote to reverse. The Board may deliberate in public or in closed session, provided that final action shall be taken only in public session.

B. Finding of Not Guilty**.** If a respondent is found not guilty as to each and every charge, or if a suspension appealed pursuant to this Chapter is reversed, then the Board shall make a finding that the charges or suspension are not sustained and shall enter an order terminating immediately any suspension and requiring the respective Department to reimburse the respondent for all wages not paid to the respondent during such suspension period.

C. Finding of Guilty**.** If the Board finds a respondent guilty of any one or more of the charges, or denies the appeal of a suspension, then the Board shall adopt findings of fact in support of such determination.

On such determination, the Board may order the discharge and removal of the respondent from office immediately, or may order the suspension of the respondent from office, with or without pay, for a period of not more than 30 days, including any period of suspension, with or without pay, by the Chief or the Board prior to such finding.

D. Notice of Findings and Decisions**.** The Board shall, within 15 days after the hearing is completed, enter its findings on the records of the Board. The Board shall promptly serve notice on the parties and on the City Manager and the respective Chief of its findings and decision.

Section 10. ADMINISTRATIVE REVIEW

Any party may file a complaint for review of a final decision by the Board in accordance with the Administrative Review Law, as amended from time to time, 735 ILCS 5/3-101 *et seq.*

Section 11. APPLICABILITY TO PROBATIONARY EMPLOYEES

The provisions of this Chapter do not apply to Department personnel who are on probation pursuant to the applicable provisions of these Rules.

CHAPTER 8
SUSPENSION, HEARINGS

Section 1. MAXIMUM SUSPENSION; DEMOTION AND DISCHARGE

The Board may issue the following disciplinary actions after a hearing upon disciplinary charges:

A. Police Patrol Officer or Police Sergeant**.** A member may be discharged, demoted, or suspended without pay for a period not exceeding 30 calendar days.

B. Firefighter, Firefighter/Paramedic, or Fire Lieutenant (37.5 hour week). A member may be discharged, demoted, or suspended without pay for a period not exceeding 30 calendar days.

C. Firefighter, Firefighter/Paramedic, or Fire Lieutenant (Shift). A member may be discharged, demoted, or suspended without pay for a period not exceeding 9 duty days for a fire employee on shift assignment.

Except as otherwise provided in Chapters 7 and 8, the suspension, demotion, and discharge of any Police Department employee or Fire Department employee under the jurisdiction of the Board shall be conducted in accordance with the procedures set forth in 65 ILCS 5/10-2.1-17, as amended.

Section 2. SUSPENSION PENDING HEARING

The Board may suspend any member of the Fire or Police Department under their jurisdiction against whom charges have been preferred, pending a hearing of the charges by the

Board and until the conclusion of such proceedings. Such suspension may be considered a part of the disciplinary action if the employee is found guilty and retained.

Section 3. SUSPENSION WITHOUT HEARING; APPEAL

A. Police Department**.** The Police Chief shall have the right to suspend a patrol officer or police sergeant for a period not to exceed 10 working days, regardless of shift schedule or hours worked per shift, without a Board hearing. The above employees have the right to appeal as specified in Section 4 of this Chapter.

B. Fire Department**.** The Fire Chief shall have the right to suspend a firefighter, firefighter/paramedic, or fire lieutenant for a period not to exceed 10 calendar days (or four 22.25-hour shift days for 22.25-hour shift employees), without a Board hearing. The above employees have the right to appeal as specified in Section 4 of this Chapter.

Section 4. EMPLOYEE'S REQUEST FOR APPEAL

A. Police Department. Unless otherwise specified in a collective bargaining agreement, a patrol officer or police sergeant suspended for more than four working days (regardless of shift schedule or hours worked per shift), or a patrol officer or police sergeant who has been suspended more than twice in a calendar year shall be entitled to an appeal of the third suspension and any subsequent suspensions before the Board. Such appeal must be made within five calendar days after notification of such suspension, by filing notice of such request for appeal with the respective Police Chief. An appeal shall be granted to the employee in the same manner as if charges were originally filed before the Board.

B. Fire Department.

1. Unless otherwise specified in a collective bargaining agreement, a firefighter, firefighter/paramedic or fire lieutenant working a 37.5 hour work week suspended for more than 22.5 hours, or a firefighter, firefighter/paramedic or fire lieutenant who has been suspended more than twice in a calendar year shall be entitled to an appeal of the third suspension and any subsequent suspensions before the Board. Such appeal must be made within five calendar days after notification of such suspension, by filing notice of such request for appeal with the Fire Chief. An appeal shall be granted to the employee in the same manner as if charges were originally filed before the Board.

2. Unless otherwise specified in a collective bargaining agreement, a firefighter, firefighter/paramedic, or fire lieutenant on shift assignment suspended for more than 44.5 working hours or who has been suspended more than twice in a calendar year shall be entitled to an appeal of the third suspension and any subsequent suspensions before the Board. Such appeal must be made within five calendar days after notification of such suspension, by filing notice of such request for appeal with the respective Fire Chief. An appeal shall be granted to the employee in the same manner as if charges were originally filed before the Board

C. Informal Review. Employees listed in 4.A, 4.B.1, and 4.B.2 above are entitled, at the employee's request, to an informal review of the suspension by the Board. In its review of a suspension issued by the respective Chief, the Board may affirm, reverse or modify the duration and terms of such suspension. No transcript of the hearing will be made. Neither party shall be represented by any counsel and rules of evidence shall not apply. This paragraph applies only to the first such suspension of any such employee in any 24 month period.

D. Board Decision. After an appeal, the Board may sustain the action of the respective Chief, modify it, or reverse it with instructions that the officer suspended receive pay for the period involved, or any part thereof.

CHAPTER 9
GENERAL RULES AND REGULATIONS

Section 1. ADDITIONAL POWERS AND DUTIES OF BOARD

The Board shall have such other powers and duties as are given it by the statutes of the State of Illinois as by Home Rule Authority of the City of Park Ridge or as set forth in the City's Municipal Code.

Section 2. RANK

The order of rank in the Police and Fire Departments shall be as provided by the City's Municipal Code.

Section 3. CLASSIFICATION

The Board shall classify non-exempt ranks in the Fire and Police services for the purpose of establishing and maintaining standards of examination and promotion based upon job descriptions and departmental regulations. A job classification shall be based upon a job analysis conducted under the highest professional standards.

Section 4. STANDARD OF CONDUCT; RULES

Members of the Fire and Police Department shall be governed by City policies, the personnel policy manual and other respective Department orders, policies, rules, and regulations, and the collective bargaining agreements, as applicable. Any violation of City, State, or Federal rules or laws or City or Department policies, orders, rules or regulations by any member of the Fire or Police Department may be cause for the filing of charges against said member.

Section 5. VIOLATION OF RULES

All officers and members of the Fire and Police Departments shall observe and obey all rules and orders of the respective Fire or Police Chief, these Rules of the Board which are in force or which may be adopted hereafter as well as all rules and regulations contained in any collective bargaining agreement in force now or which may be approved hereafter and all regulations for the operation of a Fire and Police Department

as adopted by the Corporate Authorities of the City and in force or which may be adopted hereafter. A violation of such rules or regulations shall be cause for filing of charges before the Board, a subsequent hearing, and action by the Board on such charges. In case of conflict, the Rules of the Board shall govern.

Section 6. VIOLATION OF LAW

Any violation of the laws and ordinances of Park Ridge, Illinois, or the State of Illinois, Cook County, Illinois, or Federal laws by any member of the Police and Fire Departments shall be cause for filing of charges against said member.

Section 7. SEVERABILITY; CONFLICT

Any Chapters, Sections, and/or Subsections of these Rules for the operation of the Board that are in conflict with the State Statutes or with any amendments thereto that may hereafter be enacted are null and void except those provisions authorized by the City's Home Rule Powers. This, however, does not invalidate any other Chapters, Sections, and/or Subsections of these Rules. If there is a conflict or inconsistency between these Rules, as amended, and any provision contained in any collective bargaining agreement in force now or which may be approved hereafter, the provision contained in any collective bargaining agreement shall control. If there is a conflict or inconsistency between these Rules, as amended, and any provision contained in the City Municipal Code, the provision of the City Municipal Code shall control. If the inconsistency is based on one rule or provision being more restrictive than the other, the more restrictive rule or provision shall control.

Section 8. POLITICAL CONTRIBUTIONS

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

Section 9. POLITICAL ACTIVITIES

Prohibited Interest in Contracts and Political Activities and Contributions.

All members of the Police or Fire Departments of the City and the Board shall comply with the applicable laws governing conflicts of interest, prohibited interests in contracts with the City, and political activities and contributions, including but not limited to:

a. General Prohibited Interests in Contracts Provisions of the Illinois Municipal Code - 65 ILCS 5/3.1-55-10
b. Misconduct Provisions of the Illinois Municipal Code - 65 ILCS 5/3.1-55-15
c. Official Misconduct Provisions of the Illinois Criminal Code - 720 ILCS 5/33-3
d. Public Contracts Provisions of the Illinois Criminal Code - 720 ILCS 5/33E-1 through 50/33E-13 Public Officer Prohibited Activities Act - 50 ILCS 105/0.01 *et seq.*

e. State Officials and Employees Ethics Act - 5 ILCS 430/1-1 *et seq.*
f. Ethics provisions of the City's Municipal Code.

No City officer, official, or employee shall be under any obligation to contribute any funds to render any political service, and no such person shall do so or be removed or otherwise prejudiced for refusing to do so. No person in the Fire or Police Departments of the City shall discharge or promote or reduce, or in any manner change, the official rank or compensation of any other person in such service, or promise or threaten so to do, for withholding or refusing to make any contribution of money or service or any other valuable thing for any political purpose, or in any other manner, directly or indirectly, use the person's official authority or influence to compel or induce any other person to pay or render any political assessment, subscription, contribution or service.

The City will not in any way inhibit or prohibit any employee from exercising the employee's full political rights to engage in political activities, including the right to petition, make speeches, campaign door to door, and to run for public office, so long as the employee does not use the employee's official position to coerce or influence others and does not engage in these activities while the employee is at work on duty. A firefighter or firefighter/paramedic may, while still employed in that capacity, be elected or appointed to and serve in the office to which they are elected or appointed. However, a firefighter or firefighter/paramedic may not campaign in uniform or while on duty.

Updated versions of these Rules have been approved by the Park Ridge Board of Fire and Police Commissioners and Park Ridge City Council on the following dates:

Approved by the Park Ridge Board of Fire and Police Commissioners on March 27, 2012.
Approved by the Park Ridge City Council on May 21, 2012.

Approved by the Park Ridge Board of Fire and Police Commissioners on April 16, 2014.
Approved by the Park Ridge City Council on June 16, 2014.

Approved by the Park Ridge Board of Fire and Police Commissioners on August 20, 2014.
Approved by the Park Ridge City Council on September 15, 2014.

Approved by the Park Ridge Board of Fire and Police Commissioners on August 4, 2016.
Approved by the Park Ridge City Council on September 6, 2016.

Approved by the Park Ridge Board of Fire and Police Commissioners on August 2, 2018.
Approved by the Park Ridge City Council on September 17, 2018.

Approved by the Park Ridge Board of Fire and Police Commissioners on June 13, 2024.
Approved by the Park Ridge City Council on July 1, 2024.

Approved by the Park Ridge Board of Fire and Police Commissioners on May 8, 2025.
Approved by the Park Ridge City Council on June 2, 2025.