

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

City of Dixon

State of Illinois

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TABLE OF CONTENTS

CHAPTER	TITLE	PAGE NUMBER
1	ADMINISTRATION	3
2	FIREFIGHTER ORIGINAL ENTRY EXAMINATIONS	6
3	FIREFIGHTER PROMOTIONAL EXAMINATIONS	12
4	POLICE ORIGINAL ENTRY EXAMINATIONS	13
5	POLICE PROMOTIONAL EXAMINATIONS	20
6	ORDER OF RANK, CLASSIFICATION AND OATH OF OFFICE	22
7	HEARINGS OF CHARGES, REMOVALS, SUSPENSIONS AND DISCHARGES	23
8	GENERAL	28

**RULES AND REGULATIONS OF THE
BOARD OF FIRE AND POLICE COMMISSIONERS
OF THE CITY OF DIXON
STATE OF ILLINOIS**

As adopted by the Board of Fire and Police Commissioners of the City of Dixon, Illinois, effective _____, 1987 and revised April, 2016

CHAPTER 1 – ADMINISTRATION

SECTION 1 – SOURCE OF AUTHORITY

The Board of Fire and Police Commissioners of the City of Dixon, Illinois derives its power and authority from an Act of the General Assembly entitled “Division 2.1 Board of Fire and Police Commissioners,” of Chapter 65 of the Illinois Compiled Statutes.

SECTION 2 – DEFINITIONS

The word *Commission* and/or *Board* wherever used shall mean the Board of Fire and Police Commissioners of the City of Dixon, Illinois. The word *Officer* shall mean any person holding a permanent office in the Fire or Police Department of the City of Dixon, Illinois. The singular includes the plural, and the plural the singular.

SECTION 3 – OFFICERS OF BOARD AND THEIR DUTIES

The Board shall annually elect a Chairman and a Secretary. The Chairman and Secretary shall be elected in April of each year and hold office until the end of the fiscal year of the municipality and until their successors are duly elected and qualified. The Chairman shall be the presiding officer at all the meetings. The Secretary shall be responsible for maintaining a permanent record of all minutes and other documents of the Board. The Secretary shall also be the custodian of all the forms, papers, books, records and completed examinations of the Board and said records shall be held in a secured location provided by the City of Dixon. (65 ILCS §5/10-2.1-2, 65 ILCS §5/10-2.1-20). Certain administrative duties of the Secretary may be delegated to a member of City staff.

SECTION 4 – MEETINGS

a) Regular meetings are scheduled to be held on a quarterly basis or at such other times as the Board may determine. Notice shall be posted and meetings shall be open to the public in accordance with the Open Meetings Act.

b) Special meetings shall be open, notice thereof to be posted at least forty-eight (48) hours prior to convening, called by the filing of a notice in writing with the Secretary of the Board. This notice shall contain a brief statement of the business to be submitted for the consideration of the Board at such special meetings, and shall set forth the time and place of such special meeting, and no other business shall be considered at such special meetings unless by unanimous consent of the Board.

c) During any regular or special meeting, a closed session may be held upon a proper motion made by any single member of the Board for any lawful reason as authorized by

the Open Meetings Act. Closed sessions may be limited to Board members and such invited persons as the Board may deem necessary. The Secretary will record the motion to close the meeting, the reason for the closed session, record the roll call vote of the members on said motion and keep minutes of the closed session. An audio or video record of each closed session will be maintained by the Secretary of the Board and, after a minimum of 18 months, shall be disposed of in accordance with the provisions of the Open Meetings Act.

d) Public notice of any regularly scheduled or special meeting shall be held in accordance with the Open Meetings Act, Illinois Compiled Statutes, Chapter 5, §§120/1-120/6.

e) Board members may participate in open meetings of the Board via telephonic or other electronic means, if necessary due to health related reasons, out of town absence or emergency provided that quorum is otherwise present and the Board member's physically present vote to approve the remote participation of the member. The minutes of the meeting shall reflect, by name, those members of the Board who are physically present as well as those attending by telephonic or other electronic means. When time allows, notice that a board member will be in attendance and participating at a Board meeting, not in person but electronically, should be provided to the Board's recording secretary or the municipal clerk at least 48 hours prior to the scheduled meeting.

f) The agenda for a "Regular Meeting" shall allow for a Public Comment period to permit individuals to appear before and address their concerns to the members of the Board. The commission may limit those individuals appearing during the Public Comment to a presentation not to exceed three (3) minutes and may require an individual to be seated if the individual addresses those present in a disrespectful or discourteous manner or the subject matter being presented is not relevant to the duties and responsibilities of the Fire and Police Commission.

SECTION 5 – QUORUM

A majority of the members of the Board shall constitute a quorum for the conduct of all business (65 ILCS §5/10-2.1-2).

SECTION 6 – ORDER OF BUSINESS

The order of business at any meeting shall be:

- a) Call to Order
- b) Roll Call
- c) Approval of Agenda
- d) Public Comment (Citizen's Comments)
- e) Approval of the Minutes
- f) Old Business
- g) New Business
- h) Closed Session
- i) Possible Action on Closed Session discussions
- j) Adjournment

SECTION 7 – PROCEDURE

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

SECTION 8 – ADDRESSING THE BOARD

Except during the public comment portion of the regular Board agenda, or as stated in this rule, no person other than the Police or Fire Chief or his/her designee, or the Board's attorney may address the Board.

The purpose of public comment is to allow the public the opportunity to make a statement to the Board. The purpose of public comment is not to provoke a debate with the Board. Once an individual has spoken, that individual may not speak on the same issue again. Any limitation regarding addressing the Board may be waived by a majority vote of the Board. Under special circumstances, the Chair may recognize employees or agents of the City of Dixon on specific agenda items during the discussion of those items.

SECTION 9 – AMENDMENTS

Amendments to the rules of the Board may be made at any meeting of the Board. All amendments shall forthwith be printed for distribution and notice shall be given of the place or places where said rules may be obtained. Such notice shall be published in a newspaper of general circulation in the City. The notice shall specify the date, not less than 10 days subsequent to the date of such publication, when rules shall go into effect (*65 ILCS §5/10-2.1-5*).

SECTION 10 – ANNUAL REPORT AND BUDGET REQUEST

The Board shall submit an Annual Report of its activities, and a Budget Request for the ensuing year (*65 ILCS §5/10-2.1-19*).

CHAPTER 2 – FIREFIGHTER – ORIGINAL ENTRY

SECTION 1 – CITIZENSHIP

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

SECTION 2 - APPLICATION BLANKS

Applications for the position of firefighter shall be filed upon application forms furnished by the Board or online at the City's website. Applications must comply with the requirements of said form in every respect. The application must be filed with the Board prior to taking an examination

Every applicant must be of good moral character, of temperate habits, of sound health and must be physically able to perform the duties of the position applied for. The burden of establishing these facts rests on the applicant.

The applicant shall furnish a copy of his Military Service Record (DD-214), Discharge Papers, Birth Certificate, Social Security Card and High School Diploma or G.E.D. Certificate, and College or University diploma, if applicable.

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

SECTION 3 – QUALIFICATION/DISQUALIFICATION

The Board may refuse to examine an applicant or, after examination, to certify the applicant as eligible:

- a) Who is found lacking in any of the established preliminary requirements for the service for which he/she applies;
- b) Who is physically unable to perform the duties of the position to which he/she seeks appointment (*65 ILCS §5/10-2.1-6h*);
- c) Who is addicted to the use of intoxicating beverages or is found to have taken or used drugs and/or narcotics illegally (*65 ILCS §5/10-2.1-6j*);
- d) Who has been convicted of a felony or any misdemeanor involving moral turpitude (*65 ILCS §5/10-2.1-6c, 65 ILCS §5/10-2.1-6j*);
- e) Who has been dismissed from any public service for good cause;
- f) Who has attempted to practice any deception of fraud in his/her application;

- g) Who may be found disqualified in personal qualifications or health (*65 ILCS §5/10-2.1-6h*);
- h) Whose character and employment references are unsatisfactory;
- i) Who does not possess a high school education or its equivalent (*65 ILCS §5/10-2.1-6h*);
- j) Any applicant deemed disqualified hereunder, shall be notified by the Board (*65 ILCS §5/10-2.1-6*).

SECTION 4 – DEFECTIVE APPLICATIONS

Provided the applicant is not otherwise disqualified for the position sought, the Board will return a defective application to an applicant for correction within the time specified for correction in the original notice of testing.

SECTION 5 – PHYSICAL AND MEDICAL EXAMINATIONS

Applicants for original appointment must submit a Candidate Physical Ability Test (CPAT) valid as of a date within six (6) months of the date of the test. Applicants shall be required to submit to a thorough medical examination by a licensed physician selected by the Board of Fire and Police Commissioners of the City of Dixon to assess their fitness to perform the duties of the position sought. (*65 ILCS §5/10-2.1-6h*).

SECTION 6 – AGE REQUIREMENTS

Applicants must be at least twenty-one (21) years of age and shall be under thirty-five (35) years of age except as otherwise provided by statute. Age will be calculated as of the date of scheduled test. Proof of birth date will be required at time of application (*65 ILCS 5/10-2.1-6a, 65 ILCS 5/10-2.1-6d*). Applicants who have served the hiring department (as volunteer, paid-on-call, or part time) for the 5 years preceding the time the department begins to use full-time firefighters may exceed the age limitation.

SECTION 7 – RELEASE OF LIABILITY

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

SECTION 8 – APPLICATION FEES

The Board may charge a fee to cover the costs of the application and examination process. The Board may change this fee from time to time. Notice of any fees assessed will be published as part of the notice of examination. Should a candidate demonstrate a hardship and be unable to pay the application fee, the Board may waive the fee.

SECTION 9 - NOTICE OF EXAMINATIONS

Examinations shall be held on the dates fixed by the Board and for those positions to be filled. Notice must be given at least two (2) weeks prior to applications being available before the testing process begins. The Notice of the examination may be advertised in a local

paper in accordance with Section 5.1-2.1-13 of the Municipal Code or on the City of Dixon's website. The Notice of Examination must include:

- The amount of any fees that will be charged to cover the application and testing cost.
- The time, place, general scope, merit criteria for any subjective component of the examination.
- Criteria necessary for being awarded preference points.
- Positions that are expected to be filled.

Examinations may be postponed by order of the Board and that order shall state the reason for such postponement and shall designate a new date for said examination. Applicants shall be notified of the postponement of any examination and of the new date fixed for said examination.

SECTION 10 - EXAMINATIONS – FIREFIGHTER/PARAMEDIC

The following examinations may be conducted by the Board in the original appointment of firefighter/paramedics. The sequence of testing may vary at the discretion of the Board. Failure to achieve the minimum passing grade at any point in the process shall disqualify an applicant from any further participation. Each weighted component of the examination process shall be based upon a scale of 1 to 100. The board, at its discretion, may employ a testing vendor(s) to conduct any of the examinations administered pursuant to these rules.

Examinations

Certification of Candidate Physical Ability Test (CPAT)
 Aerial Ladder Climb endorsement
 Written Test (passing score announced at orientation)
 Oral Interview/Subjective Component
 (no minimum passing score)

Requirement

Required at time of test
 Required
 40 %
 60 %

DETERMINATION OF INITIAL ELIGIBILITY LIST
 ADDITION OF PREFERENCE POINTS
 DETERMINATION OF FINAL ELIGIBILITY LIST
 BACKGROUND INVESTIGATION
 PASS OR FAIL

CONDITIONAL OFFER OF EMPLOYMENT

Psychological Examination
 Medical Examination
 Background Investigation (may include oral interview)

Pass or Fail
 Pass or Fail
 Pass or Fail

SECTION 11 - CANDIDATE PHYSICAL ABILITY TEST (CPAT)

Firefighter applicants must produce written evidence of having successfully passed (i) a Candidate Physical Ability Test (CPAT), as licensed and approved by the International Fire Chief's Association and the International Association of Fire Fighters, and (ii) an approved Aerial Ladder Climb, within the six (6) months immediately preceding the date of test.

SECTION 12 - WRITTEN EXAMINATIONS

Information as to the type of written examination employed by the Board will be provided as part of the notice of the examination. The written examination shall be designed to adequately assess an applicant's aptitude to assimilate training and the duties of the position as a firefighter/paramedic. The written examination may include a component designed to screen applicants based on situational-based decision making and personal attributes. All information regarding the validity of the examination shall be maintained by or on behalf of the Board. All examination papers shall be and remain the property of the Board and the grading thereof by the Board shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description. Candidates who fail to achieve a passing grade will be notified and eliminated from all further consideration.

SECTION 13 - ORAL INTERVIEWS

An oral interview with all or a subset of the members of the Board may be incorporated into the background investigation as determined by the Board with regard to each Final Eligibility List. The Subjective Component/Oral Interview examination shall be conducted no more than sixty (60) days after the completion of the written examination. The Board will determine the number of applicants that will take part in the oral examination and announce that number at the start of the testing process. A testing agency may be employed by the Board to conduct the Oral Examination. If the subjective component is to be conducted by the Board, all Commissioners shall participate in the Oral Examination except wherein one Commissioner is absent due to illness or when matters of an emergency nature preclude his/her attendance. In no event shall less than two (2) Commissioners conduct the Oral Examinations. Questions shall be asked of the candidate that will enable the Commissioners to properly evaluate and score the candidate on speech, ability to communicate, judgment, self-confidence, social skill and general fitness for the position of firefighter. The criteria for the subjective component shall be announced with notice of the examination. On completion of each Oral Examination, the Commissioners shall discuss the candidate's abilities using the traits listed above. There shall be no minimum passing score for this examination. The candidate's final score will be an average of the scores of the Commissioners who were present for the Oral Examination. Candidates who fail to successfully complete the oral examination will be notified and eliminated from all further consideration.

SECTION 14 - INITIAL ELIGIBILITY LIST

The Board shall develop an Initial Eligibility List from those candidates that have (i) attended the orientation session, and (ii) achieved a written exam score at or above the passing score. Unless another passing score is recommended or required by the Company preparing the written exam, the passing score shall be seventy (70%).

All scored examinations shall be based upon a scale of 1 to 100. The names of the applicants shall be placed upon the Initial Eligibility List in rank order, highest first. In the event of a tie the Board shall determine rank of the tied applicants by lot.

A dated copy of the Initial Eligibility List shall be posted in the City of Dixon and sent to each person whose name appears thereon to US Postal Service address provided in the Application.

SECTION 15 - FINAL ELIGIBILITY LIST

A. Within ten (10) days after the posting of the Initial Eligibility List, applicants whose names appear on the Initial Eligibility List, may make a claim for preference points. All claims for preference points must be made in writing to the Board Liaison by 5:00 pm on the tenth (10th) day after the Initial Eligibility List is posted. Failure to timely make a claim for preference points shall constitute a waiver thereof. Preference points shall be awarded as follows:

1) Military Preference – 5 points. Awarded to applicants who were engaged in the military service of the United States for a period of at least one year of active duty and who were honorably discharged there from, or who are now or who have been members on inactive or reserve duty in such military or naval service.

2) Education Preference – 5 points. Awarded to applicants who have successfully obtained an associate's degree in the field of fire service or emergency medical services, or a bachelor's degree from an accredited college or university.

3) Paramedic Preference – 5 points. Awarded to candidates with a valid State of Illinois paramedic certificate.

4) Experience Preference – Up to 5 points awarded for paid-on-call experience with the Dixon Fire Department or full-time experience with another department in accordance with Illinois law.

B. After application of preference points, the names of the applicants shall be placed upon the Final Eligibility List in rank order, highest first. In the event of a tie the Board shall determine rank of the tied applicants by lot.

C. A dated copy of the Final Eligibility List shall be posted in the City of Dixon. All applicants whose names appear thereon shall receive written notice.

D. Applicants shall be appointed from the Final Eligibility List in descending order. Notwithstanding anything to the contrary contained herein, the Board, at its discretion, may bypass a higher ranking candidate and appoint a lower ranking candidate if, in the Board's opinion, the lower ranking candidate is more qualified for the position and that candidate's name appears within the top 5% of the names remaining on the list or, if there is less than 100 names remaining on the list, the applicant's name is within the top 5 names remaining on the list.

E. The Final Eligibility List shall be valid for a period of two (2) years from the date it is posted by the Board.

SECTION 16 – FILLING VACANCIES FROM THE FINAL ELIGIBILITY REGISTER

Candidates shall be appointed from the eligibility list in descending order, in accordance with 65 ILCS 5/10-2.1-14. The Board may, at its discretion, choose to appoint a candidate for a fighter paramedic position who is a licensed Illinois EMT Paramedic under the Emergency Medical Services (EMS) Act at the time of a conditional offer of employment ahead of applicants for the same position(s) who currently do not hold such a license.

If the Board believes that the highest rank candidate fails to meet the minimum standards, or if the Board believes a different candidate would better suit the needs of the Department, the Board has the right to pass over the highest ranked candidate. In the event, the Board must appoint the next ranked candidate.

SECTION 17-CONDITIONAL OFFER OF EMPLOYMENT

A candidate may be extended a conditional offer of employment if that candidate has satisfactorily passed a background check including criminal history, polygraph test, employment history, and moral character review and an Integrity Interview at such time and place as the Board may designate in writing. After being extended the conditional offer of employment, a medical examination which may include drug screening, vision and hearing testing, and the presence of communicable diseases will be administered. Medical examinations shall be performed by a licensed physician selected by the Board. The Board may also require a psychological examination to be performed by a psychologist of the Board's choosing. Such testing shall be given without expense to the candidate. Such testing shall be done on a pass or fail basis. Failure of the candidate to take or successfully complete such testing shall eliminate the candidate from further consideration.

Candidates have five (5) days to accept or reject a conditional offer of employment. A candidate is allowed to waive appointment to the Department only once without losing his position on the Final Eligibility Register. An eligible candidate who refuses a second offer of appointment or who untimely requests a waiver will be removed from the Final Eligibility Register.

SECTION 18 - PROBATIONARY APPOINTMENT

All original appointments to the Fire Department shall be for a probationary period of twelve (12) months, unless the firefighter's responsibilities include paramedic duties, in which case the statutory probationary period may be extended. The probationary period of a newly appointed firefighter shall commence as of the first date said individual reports for work with the department.

A probationary period may be tolled for those periods of time a probationary employee is unable or unavailable to perform his or her assigned duties due to required training or due to injury or illness (whether or not job-related) if such periods of absence exceed thirty (30) days.

Probationary employees may be summarily dismissed and are not entitled to the protection afforded to other full-time firefighters by statute or these rules and regulations.

SECTION 19 – CERTIFICATION

Final certification of probationary Firefighter/Paramedics shall be subject to successful completion of the Certified Fire Fighter Basic Training Course as prescribed by the Illinois State Fire Marshal within the prescribed probationary period. Inability to successfully complete this course shall be grounds for dismissal. Firefighters serving as paramedics shall also complete all course work and be certified as paramedics in the appropriate EMS system during their probationary period. Inability to successfully complete this course shall be grounds for dismissal.

CHAPTER 3 – FIREFIGHTER – PROMOTIONAL EXAMINATIONS

SECTION 1- GENERAL

Notwithstanding anything to the contrary contained within these Rules, promotional testing and appointment to the ranks of Fire Lieutenant and Captain within the City of Dixon Fire Department shall be conducted in accordance with the terms and conditions as set forth in the Collective Bargaining Agreement and the Fire Department Promotional Act 50 ILCS 742. A copy of the Collective Bargaining Agreement is attached hereto and incorporated herein as Appendix A to these rules and regulations.

No person shall be eligible to take the examination for promotion in the Fire Department unless he shall:

Have five (5) years of service as a firefighter and be State Certified Firefighter II for promotion to Lieutenant/Paramedic, and be an emergency medical technician – paramedic

For each promotional appointment, the Board shall post a notice ninety (90) days in advance of the date of examinations providing:

- 1) The date of examinations
- 2) The study materials for said examinations, and
- 3) The elements of the promotional process.

Once established, promotions eligibility list shall be valid for a period of three (3) years from the date of the posting of the list.

CHAPTER 4 – POLICE – ORIGINAL ENTRY

SECTION 1- CITIZENSHIP

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

SECTION 2 - APPLICATION BLANKS

Applications for the position of police officer shall be filed upon application forms furnished by the Board, or online at the City's website. The application must be filed with the Board prior to taking an examination.

Every applicant must be of good moral character, of temperate habits, of sound health and must be physically able to perform the duties of the position applied for. The burden of establishing these facts rests on the applicant.

The applicant shall furnish a copy of his Military Service Record (DD-214), Discharge Papers, Birth Certificate and High School Diploma or G.E.D. Certificate, and College or University diploma, if applicable.

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

SECTION 3 - DISQUALIFICATION

The Board may refuse to examine an applicant or, after examination, to certify him as eligible:

- a) Who is found lacking in any of the established preliminary requirements for the service for which he/she applies;
- b) Who is physically unable to perform the duties of the position to which he or she seeks appointment; (65 ILCS 5/10-2.1-6h)
- c) Who is addicted to the use of intoxicating beverages or is found to have taken or used drugs and/or narcotics illegally; (65 ILCS 5/10-2.1-6j)
- d) Who has been convicted of a felony or any misdemeanor involving moral turpitude, as specified in section 10-2.1-6 of the Board of Fire and Police Commission Act;
- e) Who has been dismissed from any public service for good cause;
- f) Who has attempted to practice any deception or fraud in his application;

- g) Who may be found disqualified in personal qualifications or health;
- h) Whose character and employment references are unsatisfactory;
- i) Who does not possess a high school education or its equivalent; (65 ILCS 5/10-2.1-6h)
- j) Any applicant, deemed disqualified hereunder, shall be notified by the Board in writing. (65 ILCS 5/10-2.1-6)

SECTION 4 - DEFECTIVE APPLICATIONS

Provided the applicant is not otherwise disqualified for the position sought, the Board will return a defective application to an applicant for correction within the time specified for correction in the original notice of testing.

SECTION 5 - PHYSICAL AND MEDICAL APPLICATIONS

Applicants for original appointment must submit to a physical agility or aptitude test as may be determined by the Commission. Applicants shall be required to submit to a thorough medical examination by a licensed physician selected by the Board of Fire and Police Commissioners of the City of Dixon to assess their fitness to perform the duties of the position sought.

SECTION 6 - AGE REQUIREMENTS

Applicants for the Police Department shall be under 35 years of age, at the time of application, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Fire and Police Commissioner's Act Applicants, at such time as they file their application with this board, must be at least 21 years of age. Proof of birth date will be required at time of application.

SECTION.7 - NOTICE OF ACCEPTANCE

The Secretary shall notify all applicants whose applications have been accepted by the Board to be present for orientation and subsequent examination.

SECTION 8 - RELEASE OF LIABILITY

In the event that the Physical Aptitude Test is conducted by the Board, all applicants shall execute and deliver to the Board a release of all liability as the result of taking a Physical Aptitude Test in favor of the City of Dixon, Illinois, on a form to be prescribed by the Board.

SECTION 10 - EXAMINATIONS

A. NOTICE OF EXAMINATIONS

Examinations shall be held on the dates fixed by the Board and advertised in a local paper in accordance with Section 5.10-2.1-13 of the Act. Examinations may be postponed, however, by order of the Board, and that order shall state the reason for such postponement and shall designate a new date for said examination. Applicants shall be notified of the postponement

of any examination and of the new date fixed for said examination. The Notice of Examination shall include the following information:

- a) The time and place where such examination will be held.
- b) The location where applications may be obtained and the date by which applications must be returned to the Board.
- c) The position to be filled from the resulting eligibility list.
- d) The amount of any fees that will be charged to cover the application and testing cost.
- e) The general scope and merit criteria for any subjective component of the examination.
- f) The criteria necessary for being awarded preference points.

B. EXAMINATIONS

The Board shall call examinations to fill vacancies in the class of service in which vacancies are likely to occur. A call for such examinations shall be entered and the Board shall provide notice of the examination as provided in Paragraph A of this Section.

C. TYPE OF EXAMINATIONS

Applicants must attend the orientation program sponsored by the Board. In addition, applicants shall be required to participate in a physical aptitude test, written and oral examinations as determined by the Board and as more particularly set forth in Section D below. No examination shall contain questions regarding an applicant's political or religious opinions or affiliations.

D. EXAMINATIONS - MINIMUM GRADES

The following examinations may be conducted by the Board. The sequence of testing may vary at the discretion of the Board. Failure to achieve the minimum passing grade in any examination disqualifies the applicant from any further participation. Each weighted component of the examinations process shall be based upon a scale of 1 to 100.

<u>EXAMINATIONS</u>	<u>% WEIGHT</u>
Physical Aptitude Test	Mandatory/Pass or Fail
Written Exam*	40%
Oral Interview /Assessment Center	60%
Background Investigation/Integrity Interview	Pass or Fail
CONDITIONAL OFFER OF EMPLOYMENT	
Psychological Examination	Pass or Fail
Medical Examination	Pass or Fail

*The passing score will be announced by the Board prior to conducting the examination and may vary based upon the examination or the testing agency used by the Board (65 ILCS §5/10-2.1-14).

E. ORIGINAL APPOINTMENT – PHYSICAL APTITUDE TEST

All applicants may be required to submit themselves to a physical aptitude test and must present, at such time as specified by the Board, an executed Physician's Certificate that they are physically capable of participating in a strenuous physical ability test. If a Physical Aptitude Test is given, only candidates who have participated in, and successfully completed the "Physical Aptitude Test" will be permitted to participate in the written examinations.

F. ORIGINAL APPOINTMENT – WRITTEN EXAMINATIONS

Information as to the type of written examination employed by the Board will be provided as a part of the Notice of Examination. The material used in this examination shall be of such a nature that it will adequately outline the candidate's ability to assimilate training as a police officer. All examination papers shall be and remain the property of the Board and the grading thereof by the Board and shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description. Candidates who fail to achieve a passing grade will be notified and eliminated from further consideration (65 ILCS §5/10-2.1-6h).

G. ORIGINAL APPOINTMENT – ORAL EXAMINATIONS

All Commissioners shall participate in the oral examination, except wherein one Commissioner is absent due to illness or when matters of an emergency nature preclude his/her attendance. In no event shall less than a majority of the Commissioners conduct the oral examination. The Board will determine the number of applicants that will take part in the oral examination and announce that number at the start of the testing process. A testing agency may be employed by the Board to conduct the Oral Examination. Questions shall be asked of the candidate that will enable the Commissioners to properly evaluate and grade the candidate on speech, alertness, ability to communicate, judgment, emotional stability, self-confidence, social skill and general fitness for the position. On completion of each oral examination the Commissioners will rate the candidate's abilities using the traits listed above. On completion of each Oral Examination, the Commissioners shall discuss the candidate's abilities using the traits listed above. There shall be no minimum passing score for this examination. The candidate's final score will be an average of the Commissioner's scores who were present for the Oral Examination. Candidates who fail to successfully complete the oral examination will be notified and eliminated from all further consideration.

H. INITIAL ELIGIBILITY REGISTER

The Board shall develop an "Initial Eligibility Register" of the candidates successfully completing/passing the orientation, written test, physical ability test and oral interview. All scored examinations shall be based upon a scale of 1 to 100. The names of the applicants shall be placed upon the Initial Eligibility List in rank order, highest first. In the event of a tie the Board shall determine rank of the tied applicants by lot.

A dated copy of the Initial Eligibility Register shall be sent to each person appearing thereon.

This register is subject to change as the Board of Fire and Police Commissioners shall give preference for military service; provided, however, that no applicant shall be entitled to such veteran's preference points unless he or she first claims veteran's preference points and provides the Board a DD214 form in support thereof at the time the application for appointment is made. Veteran's preference points will not be added to the score of an applicant who fails to meet the minimum passing requirement as set forth for the written examination (*65 ILCS §5/10-2.1-8, 65 ILCS §5/10-2.1-9, 65 ILCS §5/10-2.1-14,*). The Board may also award preference points for education and experience as allowed by statute. The Board will inform the candidates of the available preference points in the Notice of Examination. The Board shall set the conditions for the claiming of preference points.

The Board shall strike off the names of the applicants for original appointment after such names have appeared on the Initial and/or Primary Eligibility Register(s) for more than two (2) years (*65 ILCS §5/10-2.1-9a*).

I. FINAL ELIGIBILITY REGISTER

The Board will prepare a "Final Eligibility Register" which shall include claimed preference points. In the event of a tie score, the placement of the tied candidates' names on the eligibility list shall be determined by lot, in the presence of a quorum of the Board.

A dated copy of the Final Eligibility Register shall be sent to each person appearing thereon. This copy shall include the date of expiration of the register two (2) years hence.

Applicants shall be appointed from the eligibility list in descending order, in accordance with Section 5.10-2.1-14. Notwithstanding anything to the contrary contained within these rules and regulations, the Board may, at its discretion, choose to appoint an applicant who has been awarded a certificate attesting to his or her successful completion of the Minimum Standards Basic Law Enforcement Training Course and at least two (2) years' service with a law enforcement agency in the State of Illinois, as provided in the Illinois Police Training Act, ahead of non-certified applicants.

Appointment from this Final Eligibility Register is subject to satisfactory passing of a Psychological Examination, Polygraph Examination, Background Investigation and a thorough Medical Examination (which may include a test of the applicant's vision, hearing, for the presence of communicable diseases as well as a test to detect the use of drugs and/or narcotics) Unless otherwise exempt, applicants must be under 35 years of-age at such time as the final eligibility list is posted.

J. PROFESSIONAL EXAMINATIONS AND TESTS

Any applicant for original appointment to the Fire or Police Department of the City of Dixon, Illinois, may be required to submit to a Polygraph Test, at such time and place as the Board may designate. Such test shall be given without expense to the applicant. Failure of the applicant to take or successfully complete such test may disqualify him/her to enter upon duties of the office for which the application for examination was filed.

Each applicant for original appointment who is offered a conditional letter of employment shall submit to a psychological examination by such psychologist or psychiatrist as the Board may designate. Such examinations shall be without expense to the applicant. Failure of the

applicant to take or successfully complete such test may eliminate him/her from further consideration.

Medical Examinations shall be performed by a licensed physician after a conditional offer of employment.

K. PROBATIONARY APPOINTMENT

All vacancies in the Fire or Police Departments shall be filled by individuals from the Final Eligibility Register of each department in the order in which their names appear on the register after having met all requirements previously listed. The Board may choose to appoint certified or licensed applicants ahead of non-certified or licensed applicants as provided in Paragraph I above.

All original appointments to the position of police officer or firefighter shall be for a probationary period of not less than twelve (12) months. The probationary period for police officers shall be twelve (12) months commencing upon the conclusion of the Field Training program. The probationary period of a firefighter/paramedic may only be extended for the sole purpose of completion of paramedic training. Time served on probation, whether continuous or not, shall be fully credited. (65 ILCS §5/10-2.1-4).

Any person whose name appears on the Final Eligibility Register may decline appointment once. It shall be the option of the Board, should a candidate decline appointment a second time, to strike from or maintain upon the register, the name of such candidate without otherwise altering the candidate's original position on the Final Eligibility Register.

Probationary employees may be summarily discharged by the Board and are not entitled to the protection afforded to other full-time firefighters or officers by statute or these rules.

L. CERTIFICATION

Final certification of probationary Police Officers shall be subject to successful completion of the Basic Training Course, as mandated by the State of Illinois, within the prescribed probationary period. Inability to successfully complete this course shall be grounds for dismissal.

M. ACCELERATED PROCESS/ LATERAL TRANSFER

In addition to original appointment to the City of Dixon Police Department as set forth herein, the City of Dixon may create a second eligibility list of persons who have previously been full-time sworn officers of a regular police department in any municipality, county, university or State law enforcement agency provided they are certified by the Illinois Law Enforcement Training standards Board and have been with their respective law enforcement agency within the State for at least 2 years.

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

Accelerated entry applicants who meet these requirements and are selected for accelerated entry shall complete the entry process before an offer of employment. This process may include the following components at the discretion of the Commission:

- Application and experience verification
- Physical Agility exam
- Polygraph examination
- Psychological exam
- Medical exam

After being hired, the applicants will be required to successfully complete a field training program and 12-month probation period.

All other provisions of these rules and regulations including promotions and hearing of charges, removal, suspensions, demotions and discharge shall be applicable to all applicants of the accelerated process who accept an offer of employment and complete the probationary period.

CHAPTER 5 – POLICE PROMOTIONAL EXAMINATIONS

SECTION 1 – GENERAL

The Board, by its rules, shall provide for promotion in the Police Department on the basis of ascertained merit, seniority in service and examination and shall provide, in all cases where it is practicable, that vacancies shall be filled by promotion (65 ILCS §5/10-2.1-15). All examinations for promotion shall be competitive among such members of the next lower rank as desire to submit themselves to examination (65 ILCS §5/10-2.1-15). Probationary police officers shall be-ineligible to test for-promotion during their probationary period.

No police officer shall be eligible for promotion to the rank of Sergeant until the employee has at least three (3) years' experience as a police officer. No Sergeant shall be eligible for promotion to the rank of Lieutenant until the employee has at least one (1) year experience as a Sergeant.

All promotions shall be made from the three (3) individuals having the highest rating, and where there are less than three (3) names on the Final Eligibility Register, as originally posted, or remaining thereon after appointments have been made there from, appointments to fill existing vacancies shall be made from those names or the name remaining on the promotional register. The method of examination and the rules governing examinations for promotion are specified below. The Board shall strike off the names of candidates for promotional appointment after they have remained thereon for more than three (3) years, 3 years for promotion, provided there is no vacancy existing which can be filled from the promotional register.

Each component of the examination process shall be based upon a scale of 1 to 100. Candidates who submit themselves to examination will be graded according to the following schedule:

For each promotional appointment the Board shall post a notice ninety (90) days in advance of the date of examinations providing:

- 1) The date of examinations
- 2) The study materials for said examinations, and
- 3) The elements of the promotional process.

a) The final Promotional Examination for promotion in the Police Department score shall be determined as follows:

Examination	Weight	<u>Passing Grade</u>
Written Test / Assessment Center	25%	70%
Oral Interview/Assessment-Center	38%	
Departmental Evaluations	30%	N/A
Seniority		
One (1) point per year for each full year of service	7%	N/A

In the event no candidate from the immediate next lower rank qualifies for promotion, the Board in determining next in order of rank in promotional examinations herewith determines a policy of extending the examination successively through all the orders of rank in the services in an endeavor to qualify suitable eligible or eligibles for the vacancy or vacancies existing before extending the examination to the general public.

Candidates, who are otherwise qualified and have timely requested credit for prior military service of at least one year of active military service, shall be granted veteran's preference points of 7/10 of one point for each six (6) months or fraction thereof of military or naval service not exceeding thirty (30) months. No person shall receive the preference for a promotional appointment after he/she has received one promotion from an eligibility list on which he/she was allowed such preference (65 ILCS §5/10-2.1-10, 65 ILCS §5/10-2.1-11).

Section 5/10-2.1-4 provides that a Police Chief and Deputy Police Chief (exempt positions) may take promotional examinations for positions below the rank they currently hold, providing the candidate must have been appointed to the higher, exempt rank, while holding a lower, classified rank with the department. A candidate seeking such a promotion shall not be involved in evaluating the other candidates competing for the same position.

SECTION 2 – TOTAL SCORE

A candidate's total score shall consist of the combined scores of merit/efficiency rating, written examination, and oral examination plus seniority and veteran's preference points. Candidates shall take rank upon a promotional register in the order of their relative excellence as determined by their total score. In the event of a tie score, the placement of the tied candidates' names on the eligibility list shall be determined by lot, in the presence of a quorum of the Board.

SECTION 3 – PROMOTIONAL VACANCY

Upon receipt of certification from the appropriate corporate authority that a promotional vacancy exists, the Board shall select the individual to be promoted in the manner specified in this chapter.

**CHAPTER 6 – ORDER OF RANK, CLASSIFICATION AND
OATH OF OFFICE**

SECTION 1 – RANK

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

SECTION 2 – CLASSIFICATION

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

SECTION 3 – OATH OF OFFICE

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

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

Signed _____

Subscribed and sworn to be this ___ day of _____, 20__.

NOTARY PUBLIC.

He/she shall enter into such bond in such amount as prescribed by the Ordinance.

<p style="text-align:center">CHAPTER 7 – HEARING OF CHARGES, REMOVALS, SUSPENSIONS AND DISCHARGES</p>
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SECTION 1 – HEARING OF CHARGES

a) Hearings before the Board are not common law proceedings. The provisions of the “Code of Civil Procedure” do not apply to hearings before the Board.

b) *Counsel* as used herein means: One who has been admitted to the bar as an attorney-at-law in the State of Illinois.

c) No rehearing, reconsideration, modification, vacation, or alteration of a decision of the Board shall be allowed.

d) *Cause* is some substantial shortcoming which renders continuance in employment in some way detrimental to the discipline and efficiency of the public service and something which the law and sound public opinion recognize as cause for the officer no longer occupying his/her position. The right to determine what constitutes cause is in the Board.

e) The complainant or appellant initiating any proceedings which call for a hearing before the Board shall have the burden of proof to establish by a preponderance of evidence that cause for discipline exists or that a suspension, previously imposed by the Chief of a Department, is unwarranted. Should the question of a crime be involved, the rule of *reasonable doubt* shall not control.

f) The phrase *preponderance of evidence* is defined as the greater weight of the evidence, that is to say, it rests with that evidence which, when fairly considered produces the stronger impression, and has a greater weight, and is more convincing as to its truth when weighted against the evidence in opposition thereto.

g) Probationary firefighters and police officers may be summarily dismissed by the Board and are not entitled to the protection afforded to other full-time officers by statute or these rules.

h) All hearings shall be public, in accordance with the Open Meetings Act.

i) At the time and place of hearing, both parties may be represented by counsel, if they so desire.

j) All proceedings before the Board during the conduct of the hearing shall be recorded by a court reporter to be employed by the Board.

k) The records of all hearings will not be transcribed by the court reporter unless requested to do so by the Board or any party of interest.

l) All witnesses shall be sworn prior to testifying and the matter will be decided by the Board solely on evidence presented at the hearings.

m) The Board will first hear the witnesses substantiating the charges which have been made against the respondent or in support of an appeal brought by a suspended police officer. Thereafter the other party may present and examine those witnesses whom he/she desires the Board to hear. All parties shall have the right to cross-examine witnesses presented by the opposite party.

SECTION 2 – HEARING PROCEDURE

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

b) **Probable Cause:** The Board shall have the right to determine whether there is or is not probable cause for hearing a complaint and may conduct such informal hearings as may be necessary for such purpose.

c) **Notification of Hearing:** Upon the filing of a written complaint in quintuple with the Secretary of the Board, and the determination of the Board of probable cause for entering the said complaint, the Secretary of the Board shall notify both the complainant and the respondent, either by registered or certified mail, return receipt requested, or personally, of the time and place of the hearing of the charges contained in the Complaint. The respondent shall also be served with a copy of the Complaint, and if an Order of Suspension Pending a Hearing is entered by the Board, the respondent, the complainant, the Chief of the Department, the treasurer, comptroller, manager, or other finance officer of the municipality shall be notified of the entry of such Order of Suspension Pending a Hearing, and be served either personally or by registered or certified mail, return receipt requested, with a copy of such Order.

d) **Continuances:** The matter of granting or refusing to grant a continuance of a hearing is within the discretion of the Board.

e) **Stipulations:** Parties may, on their own behalf, or by counsel, stipulate and agree in writing, or on the record, as to evidenced guilt. The facts so stipulated shall be considered as evidence in the proceeding.

In the event a respondent has been suspended pending a hearing and desires a continuance, it shall also be stipulated and agreed that in the event said respondent is to be retained in his/her position as a result of a decision of the Board following a hearing of the cause, then no compensation shall be paid to said respondent during the period of said continuance.

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

SECTION 3 – SUBPOENAS

a) Any party to an administrative hearing may, at any time before the hearing, make application to the Board by filing with it a written request for subpoenas for any individual to appear for a hearing or have them produce books, papers, records, accounts and other documents as may be deemed by the Board as relevant to the hearing. On the filing of such application, subpoenas will be issued for the named persons. Subpoenas may be served by any person twenty-one (21) years of age or older designated by the party requesting the subpoenas. Application for subpoenas should contain the names and addresses of the

individuals to be subpoenaed, and the identity of any documents which they are to produce. Subpoenas will not be issued for anyone outside the State of Illinois (65 ILCS §5/10-2.1-17). Subpoenas shall be issued pursuant to the applicable Rules of the Supreme Court and Rules of Civil Procedure in the State of Illinois.

b) Any request for continuance by reason of inability to serve subpoenas shall be filed in the office of the Board at least three (3) days before the date set for such hearing, provided, however, that the Board in its discretion may waive this rule.

SECTION 4 – SERVICE

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

SECTION 5 – FILING

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

SECTION 6 – FORMS OF PAPER

a) All papers filed in any proceeding shall be typewritten or printed and shall be on one side of the paper only.

b) If typewritten, the lines shall be double spaced, except that long quotations may be single spaced and indented.

c) All papers shall be no larger than 8 ½" by 11" with inside margins not less than one inch.

d) The original of all papers filed shall be signed in ink by the party filing the paper or by an officer, agent, or attorney thereof and copies thereof provided to the opposing party or his/her counsel.

e) If papers are filed by an attorney, his/her name and address shall appear thereon.

SECTION 7 – COMPUTATION OF TIME

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

SECTION 8 – SUSPENSION

a) The Board may suspend any member of the Fire or Police Department against whom charges have been filed, pending a hearing of the charges by the Board, but not to exceed thirty (30) days, without pay at any one time (*65 ILCS §5/10-2.1-17*).

b) The Chief of the Fire Department or the Chief of the Police Department shall have the right to suspend any officer under his/her command for a period not to exceed five (5) calendar days, providing no charges on the same offense have been filed and are pending before the Board, and he/she shall notify the Board in writing within twenty-four (24) hours of the time of such suspension. Any firefighter or police officer so suspended may appeal to the Board for a review of the suspension within five (5) days after receiving notice of such suspension by filing notice of such appeal in writing with the Secretary of the Board of Fire and Police Commissioners or may follow the applicable contract grievance procedure if the Collective Bargaining Agreement provides for an alternative to the Board hearing the matter. A hearing shall be had upon such appeal and due notice given to the Chief of the Department who suspended such officer, and to the officer so suspended. The burden of establishing that a suspension is unwarranted shall be upon the individual bringing the appeal (*65 ILCS §5/10-2.1-17*).

c) Upon such appeal, the Board may sustain the action of the Chief of the Department, may reverse it with instructions that the officer so suspended receive his/her pay for the period involved, may suspend the officer for a period of not more than thirty (30) days, or discharge him/her, depending on the evidence presented (*65 ILCS §5/10-2.1-17*).

SECTION 9 – DISCHARGE, DEMOTION OR SUSPENSION AFTER HEARING

a) Discharge from office, demotion or suspension from service in the Fire or Police Department shall be in compliance with the Fire and Police Commissioners Act of the State of Illinois.

b) The Board shall, within a reasonable time after the hearing is completed, enter its findings on the records of the Board.

SECTION 10 – DATE OF HEARING

The time set by the Board for the Board's hearing of charges shall be within thirty (30) days of the filing of such charges. Continuances may be granted from time to time upon motion of any party to the proceedings, at the discretion of, and by order of the Board. The time limitation is not applicable to hearings conducted to review suspensions of five (5) days or less imposed by the Chief of a Department on one of its members (*65 ILCS §5/10-2.1-17, Ord. 95-52*).

SECTION 11 – FINDINGS AND DECISION

In the event that any member of the Fire or Police Department shall be found guilty of the charges filed against him/her after a hearing by the Board, he/she may be removed, discharged, or suspended for a period not exceeding thirty (30) days, without pay. Upon an appeal, the Board may sustain the action of the Chief, may reverse it, in whole or part, or may suspend the officer for an additional period of not more than thirty (30) days, demote or discharge him/her depending on the facts presented (*65 ILCS §5/10-2.1-17*).

The findings and decision of the Board, following a hearing of the charges, shall be preserved by the Secretary, and notice of said findings and decisions sent to the officer involved and the Department Head for enforcement. If the finding or decision is that an officer or employee is guilty of charges investigated, and removal or discharge is ordered, such order or removal or discharge shall become effective forthwith.

SECTION 12 – RULES – CONFLICT

The personnel of the Fire and Police Department shall be governed by these Rules as adopted by the Board and the rules and regulations of the Fire and Police Departments as adopted by ordinance or authority of the Department. In case of conflict, the Rules of the Board shall govern.

SECTION 13 - POLITICAL CONTRIBUTIONS

No person in the Fire Department or Police Department of the City of Dixon, Illinois, 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 Department or Police Department of the City of Dixon, Illinois, 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 of any other valuable thing for any political purpose, or in any other manner, directly or indirectly, use his official authority or influence to compel or induce any other person to pay or render any political assessment, subscription, contribution, or service.

SECTION 14 – VIOLATION OF RULES

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

SECTION 15 – VIOLATION OF LAW

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

CHAPTER 8 – GENERAL

SECTION 1

The Board shall have such other powers and duties as are given it by the Statutes of the State of Illinois or by ordinance.

SECTION 2

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

SECTION 3

Amendments to the Rules of the Board may be made at any meeting of the Board. A notice shall be published, in a newspaper of general circulation or website of the municipality, specifying where such Rules are available for inspection. The notice shall specify the date, not less than ten (10) days subsequent to the date of such publication when said Rules shall become effective (*65 ILCS §5/10-2.1-5*).

SECTION 4 – LEAVE OF ABSENCE

Leaves of Absence shall be granted by reason of military service or duty-related disability. If a Leave of Absence is granted by the Board during a probationary period, such probationary period shall be tolled under the probationary employee returns from his/her leave of absence (*65 ILCS §5/10-2.1-23*).

PASSED and APPROVED this ____ day of _____, 2016.

Board of Fire and Police Commissioners of the City of Dixon, Illinois

Robert Shoemaker, Chairperson

Secretary

Commissioner