

RULES AND REGULATIONS
OF THE
BOARD OF FIRE AND POLICE COMMISSION
CITY OF QUINCY
STATE OF ILLINOIS

Adopted	February 11, 2025
Approved by Board of Fire and Police Commission	April 14, 2026
Reviewed/Approved by City Council & Mayor	April 27, 2026
Publication on City of Quincy's Website	April 30, 2026
Effective Date	May 15, 2026

TABLE OF CONTENTS

CHAPTER I - RELATIONSHIPS

CHAPTER II - ADMINISTRATION

CHAPTER III - APPLICATIONS

CHAPTER IV - EXAMINATIONS

**Eligibility List-Police Officer
Eligibility List-Firefighter**

CHAPTER V - PROMOTIONAL EXAMINATIONS

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

CHAPTER VII - HEARING OF CHARGES, REMOVALS, SUSPENSIONS AND DISCHARGES

CHAPTER VIII - GENERAL

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

As adopted by the Board of Fire and Police Commissioners of the City of Quincy, Illinois, effective April 14, 2026. This document supersedes the rules and regulations of the board of fire and police commissioners' document dated, February 11,2025.

CHAPTER I – RELATIONSHIPS

SECTION 1 – THE MAYOR

65 ILCS 5/3.1 *et. seq.* points out the powers and the duties of the mayor. These powers and duties remain unchanged under the Home Rule Ordinance governing such powers and duties. Among the powers and duties given to the mayor are:

1. To enforce the laws and ordinance within the municipality.
2. To exercise control of all departments and divisions thereof that may be created by the Council.
3. To recommend to the Council for adoption such resolutions as he may deem necessary or expedient.

Under these powers, therefore, the mayor would have the authority to order any police officer or fireman, including the chiefs, to carry out and enforce all laws and ordinances. The mayor would also have the power to require any employees, including the Chief of Police or Chief of the Fire Department, to permit him to examine the books and records of the department concerning any individual employee. The mayor could make recommendations to the Board of Fire and Police Commissioners concerning any employee of the fire or police department, but such recommendations would be considered as advisory only.

SECTION 2 – THE CITY COUNCIL

The City Council has the power to make certain rules governing the operation of the police and fire departments as distinguished from rules governing the operation of the Board. The Council has no power over matters relating to appointments, promotions, and discipline of the department or the conduct of procedure of the Board. It has exclusive power over matters relating to the appropriations and expenditures of city funds. The Council can act only as a body in exercising its powers. No alderman individually has the authority or right to interfere with the administration of the department or Board.

SECTION 3 – THE BOARD

The Board has exclusive authority, when acting as a body, over matters relating to appointments, promotions, discipline of the departments and over the conduct of its own procedure. The Board must establish rules governing its own actions. No commissioner individually has the authority or right to interfere with the administration of the departments. The Board can act only as a body in exercising its powers.

SECTION 4 – THE CHIEFS

The Chiefs are the administrative heads of the departments and as such are responsible to the Board, acting as a body, for the observance and enforcement of all laws, ordinances, rules governing the departments, rules of the Board and bulletins issued by the Board. No person, acting except as a member of an authoritative body, has a right to interfere with the chiefs in their administrative duties except that they shall have due regard for the duties and authorities of the mayor and for the opinions of the Corporation Counsel relating solely and strictly to legal questions.

SECTION 5 – THE CORPORATION COUNSEL

It is the duty of the Corporation Counsel, as a sworn official of the city, to render opinions on matters relating solely and strictly to legal questions to the end that the purpose and intent of the laws and ordinances be declared and that the city be protected from legal liability and loss as a result of the acts of its officials and agents.

SECTION 6 – THE CITY ATTORNEY

The City Attorney is also a sworn official of the city and is responsible for the prosecution of violations of city ordinances and may exercise his discretion, without interference, in matters relating to such prosecution.

SECTION 7 – THE STATES ATTORNEY

The States Attorney has no official position within the city. It should be remembered, however, that he or she is responsible for the prosecution of violations of state laws and full cooperation should be extended to him or her in the performance of his duties unless however such cooperation would conflict with an opinion of the Corporation Counsel or that such action would expose the city to liability, or unless such cooperation would require use of city property contrary to the order of the Mayor.

CHAPTER II - ADMINISTRATION

SECTION 1 - SOURCE OF AUTHORITY.

The Board of Fire and Police Commissioners of the City of Quincy, 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 Quincy, Illinois. The word "Officer" shall mean any person holding a permanent office in the Police or Fire Department of the City of Quincy, Illinois. The masculine noun or pronoun includes the feminine. The singular includes the plural, and the plural the singular.

SECTION 3 - OFFICERS OF BOARD AND THEIR DUTIES.

The Board shall every two years and on even numbered years in May, elect a Chairman. The Chairman shall hold office of the municipality and until their successors are duly elected and qualified. The Chairman shall be the presiding officer at all meetings.

SECTION 4 - MEETINGS.

- a) Regular meetings shall be held monthly; notice shall be posted and meetings shall be open to the public.
- b) Special meetings shall be open to the public, notice thereof to be posted forty-eight (48) hours prior to convening, called by the filing of a notice in writing with the Secretary of the Board and signed either by the Chairman of the Board or any two members thereof. This notice shall contain a brief statement of the business to be submitted for the consideration of the Board at such special meetings and shall set forth the time and place of such special meeting, and no other business shall be considered at such special meeting 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 the purpose of discussing personnel. Closed sessions may be limited to Board members and such invited persons as the Board may deem necessary. The secretary will record the motion to close the meeting, record the roll call vote of the members on said motion and keep minutes of the closed session. An audio ~~or video~~ record of each closed session will be maintained by the Secretary of the Board and shall be disposed of in accordance with the provisions of the Open Meetings Act and the Illinois State Archives and Records Management Division.

- 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, "120/1-120/5.
- e) If a member is unable to be physically present at a meeting of the Board, whether it be for health related reasons, the need to conduct personal business or the business of the Board, or due to a personal or family emergency, that member may attend and participate at a Board meeting by telephonic or other electronic means provided that a quorum of the Board's members are physically present at the meeting and vote to approve the attendance of the missing member(s) by way of telephonic or other electronic means. 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. Notice that a board member will be in attendance and participating at a Board meeting, not in person but electronically, shall be provided to the Board's recording secretary or chairman at least 48 hours prior to the scheduled meeting.
- f) The agenda for a "Regular Meeting" shall allow for an "Open Forum" to permit individuals to appear before and address their concerns to the members of the Commission. The commission may limit those individuals appearing during the open forum to a presentation not to exceed three (3) minutes. Individuals presenting to the Commission will not present in a disrespectful or discourteous manner and may be subject to removal. The subject matter being presented must be 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.

SECTION 6 ORDER OF BUSINESS.

The order of business may fluctuate; however, components of the meeting shall include:

- a) Call to Order
- b) Roll Call
- c) Public Forum (Citizen Comments)
- d) Approval of Minutes
- e) Correspondence
- f) Old Business
- g) New Business
- h) Executive (Closed) Session
- i) Adjournment

SECTION 7 - PROCEDURE.

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

SECTION 8 - AMENDMENTS.

Amendments to the rules of the board may be made at any meeting of the board. All amendments shall forthwith be printed for distribution and notice shall be given of the place or places where said rules may be obtained. Such notice shall be published in the same manner as the agendas are published. . The notice shall specify the date, not less than 10 days subsequent to the date of such publication, when rules shall go into effect.

SECTION 9 - ANNUAL REPORT AND BUDGET REQUEST.

The Board shall submit an annual report of its activities as required by §5/10-2.1-19 of the Board of Fire and Police Commissioners Act, and a Budget Request for the ensuing year, as required by local ordinance and the aforementioned §5/10-2.1-19.

CHAPTER III - APPLICATIONS

SECTION 1 - RESIDENCE.

Applicants for examination must be at least twenty (20) years of age, legally permitted to possess a firearm under both Illinois state law and federal law, and shall be authorized to work in the United States in accordance with Illinois state law and federal law.

SECTION 2 - APPLICATIONS

Applications for a position shall be filed upon blank forms furnished by the Commission, and applicants 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 upon the applicant.

The applicant shall furnish with his or her application a copy of his Military Service Record, DD Form 214, Social Security Card, Birth Certificate, High School Diploma or G.E.D. Certificate, a copy of his or her College or University Degree and, if requested, a copy of a certified transcript of his or her course work from an accredited College or University.

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

SECTION 3 - DISQUALIFICATION.

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

- a) Who is found lacking in any of the established preliminary requirements for the service for which he or she applies.
- b) Who is physically unable to perform the duties of the position to which he or she seeks appointment.
- c) Who is addicted to the use of drugs or intoxicating compounds or beverages or is found to have taken or used drugs and/or narcotics illegally.
- d) Who has been convicted of a felony or any misdemeanor involving moral turpitude, as specified in §5/10-2.10-6 of the Board of Fire and Police Commissioners Act.
- e) Who has been dismissed from any public service for good cause.
- f) Who has attempted to practice any deception or fraud in his or her application.
- g) Who may be found disqualified in personal qualifications or health.
- h) Whose character and employment references are unsatisfactory.
- i) Who does not possess a high school education or its equivalent.
- j) Who has applied for a position as a police officer and is or has been classified by his or her Local Selective Service Draft Board as a conscientious objector.

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

SECTION 4 - DEFECTIVE APPLICATIONS.

Defective applications shall be returned to the applicant for correction, provided the applicant is not otherwise disqualified for the position sought.

SECTION 5 - AGE REQUIREMENTS.

Applicants shall be under 35 years of age, at the time of the written test, 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 the time of the written test, must be 20 years of age and must be 21 years of age on the date of hire. Proof of birth date will be required at time of application.

For police officer applicants, a veteran shall be allowed to exceed the maximum age provision of this section by the number of years served on active military duty, but by no more than 10 years of active military duty.

For firefighter applicants, 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 the National Guard of any state, whose service was characterized as honorable or under honorable, if separated from the military, and is currently under the age of 40 may also test.

SECTION 6 – POLICE RELEASE OF LIABILITY.

All applicants shall execute and deliver to the Board a release of all liability as the result of taking a "Physical Aptitude Demonstration" in favor of the City of Quincy on a form to be prescribed by the Board.

CHAPTER IV - EXAMINATIONS

ORIGINAL APPOINTMENTS

SECTION 1 - NOTICE OF EXAMINATIONS.

Examinations shall be held on the dates fixed by the Board and advertised in social media in accordance with the Statutes of the State of Illinois. Examinations may be postponed, however, by order of the Commission, which order shall state the reason for such postponement and shall designate a new date for said examination. Applicants shall be notified of the postponement of any examination and of the new date fixed for said examination.

SECTION 2 - EXAMINATIONS.

The Board shall call examinations to fill vacancies in the class of service in which vacancies are liable to occur. A call for such examination shall be entered in the minutes of the board and shall include a statement of:

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

SECTION 3 - TYPE OF EXAMINATIONS.

Applicants must attend the orientation program sponsored by the board. In addition, applicants may be required to participate in a physical aptitude demonstration, written and oral examinations as determined by the board and as more particularly set forth in 4 below. No examination shall contain questions regarding applicants’ political or religious opinions or affiliations.

SECTION 4 - EXAMINATIONS - MINIMUM GRADE.

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 examination process shall be based upon a scale of 1 to 100 percent. The board, at its discretion, may employ a testing vendor(s) to conduct any of the examinations administered pursuant to these rules.

<u>Examinations</u>	<u>% of Total Grade</u>	<u>Minimum Passing</u>
Orientation	-	Attendance Mandatory
Physical Aptitude (Police)	-	Demonstration Only
Physical Aptitude (Firefighter)	-	**
Written Test	60%	*
Oral Test (Interview)	40%	*
Polygraph Test	-	Pass or Fail
Background Investigation	-	Pass or Fail

CONDITIONAL OFFER OF EMPLOYMENT

<u>Examination</u>	<u>% of Total Grade</u>	<u>Pass or Fail</u>
<u>Psychological Examination</u>	-	Pass or Fail
<u>Medical Examination/Drug Test, etc.</u>	-	Pass or Fail

*To 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.

** As a condition of employment, certification that a firefighter candidate has successfully passed the Candidate Physical Ability Test (CPAT), as licensed and approved by the International Fire Chief’s Association and the International Association of Fire Fighters, satisfies the candidate’s obligation to complete the “physical aptitude test” component of this screening process. Any prospective candidates must provide a CPAT card issued to them within the last 12 months unless currently employed by a full-time career fire department.

Note: To any person who is entitled to military, educational or law enforcement preference points whose name appears on the register of eligibles, the board shall add five (5) points (Sections 5/0-2.1-8 and 5/10-2.1-9) upon request of applicant. Such preference points shall not be cumulative. Firefighter/paramedic preference points shall be awarded in accordance with Section 11 of this Chapter III.

SECTION 5 - ORIGINAL APPOINTMENT - PHYSICAL APTITUDE DEMONSTRATION.

All applicants may be requested to submit themselves to a physical aptitude demonstration. In the event a physical aptitude demonstration is administered, candidates will not be scored. Each candidate will be provided feedback on how they performed on each portion of the demonstration. The State of Illinois POWER Test will be used for the physical aptitude demonstration. Successful completion on the POWER Test will be required at the onset of the Basic Academy. Should a candidate fail the POWER Test at the academy, their employment will be terminated. Candidates applying for the position of a firefighter must provide proof of current CPAT certification at such time of the conditional offer of employment.

SECTION 6 - ORIGINAL APPOINTMENT - WRITTEN EXAMINATIONS.

Information as to the type of written examination employed by the board will be provided as part of the orientation program. 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 7 - ORIGINAL APPOINTMENT - ORAL EXAMINATION.

All Commissioners shall participate in the oral interview except wherein one Commissioner is absent due to illness or when matters of an emergency nature preclude his attendance. In no event shall less than a majority of the Commissioners conduct the oral interview. Questions shall be asked of the candidate that will enable the Commissioners to properly evaluate and grade the candidate on speech, alertness, ability to communicate, judgment, emotional stability, self-confidence, social skill and general fitness for the position. On completion of each oral interview the Commissioners will discuss the candidate's abilities using the traits listed above. Candidates who fail to successfully complete the oral interview will be notified and eliminated from all further consideration. Notwithstanding anything to the contrary herein, the board, at its discretion, may provide for the oral interview to be conducted by an outside testing agency or testing vendor.

SECTION 8 - INITIAL ELIGIBILITY LIST – POLICE OFFICER

- a) The Commissioners will prepare an "Initial Eligibility Register" of the candidates successfully completing the orientation and written test. Candidates shall be placed on the eligibility list in order of their relative excellence as determined by their test scores. The candidates will be listed in order of excellence based on their final score.
- b) This register is subject to change with the addition of any claimed preference points as prescribed in 5/10-2.1-8 and 5/10-2.1-9 (a) of the Act. Preference points will not be added to any candidate's score if that candidate failed to obtain a minimum passing score. Candidates who are eligible for any preference points shall make a claim in writing with proof thereof within ten (10) days after the date of the first posting of the initial eligibility list or such claim shall be deemed waived.
- c) A dated copy of the Initial Eligibility Register, duly adjusted with preference points awarded, shall be sent to each person appearing thereon.
- d) A candidate's name shall be stricken from an initial eligibility register or a subsequent primary register after the name has been on the initial eligibility register for a period exceeding one (1) year.

SECTION 9 – FINAL ELIGIBILITY REGISTER – POLICE OFFICER.

- a) Final appointment for the Police Department shall be from the names appearing on the "Final Eligibility Register."
- b) The board shall select a number of candidates (the number to be determined at the discretion of the Board and announced at orientation) from the top of the Initial Eligibility List who shall be required to submit to an oral interview to be conducted by the board and, if successful, whose names will be included on the "Final Eligibility Register."
- c) The names of the applicants shall be placed upon the "Final Eligibility Register" in rank order, highest first. Rank order shall be based upon the applicant's total cumulative score which shall be calculated as follows:
 - 1) Original written test score multiplied by 60%; and,
 - 2) Oral interview score multiplied by 40%.
- d) In the event a "Final Eligibility Register" is exhausted prior to the expiration of the "Initial Eligibility Register," the board may establish another "Final Eligibility Register" in accordance with subsections a) through c) above.

- e) Applicants shall be appointed from the eligibility list in descending order. Notwithstanding anything to the contrary contained within these rules and regulations, the board may, at its discretion, choose to appoint an applicant, for a police officer's position, who has been awarded a certificate attesting to his or her successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act, (or comparable standards from another state), ahead of non-certified applicants.
- f) Appointment from the Final Eligibility Register is subject to satisfactorily passing or completing an in-depth psychological examination, a polygraph test, background investigation, and a thorough medical examination (which may include a test of the applicant's mental health, vision and hearing, a test for the presence of communicable diseases as well as a test to screen for the use of drugs and/or narcotics). Successful completion of the Power Test will be required at the onset of the Basic Academy. Should a candidate fail the Power Test at the academy, their employment will be terminated.

SECTION 10 – PRELIMINARY ELIGIBILITY LIST-FIREFIGHTERS

The Commissioners will prepare a "Preliminary Eligibility Register" of the Candidates who have attended the orientation and passed the written test. Candidates shall be placed on the preliminary eligibility list in the order of their relative excellence as determined by their written test scores.

SECTION 11 – INITIAL ELIGIBILITY LIST-FIREFIGHTERS.

- a) The Board shall select a number of candidates (the number to be determined at the discretion of the Board and announced at orientation) from the top of the Preliminary Eligibility List who shall be required to successfully complete a physical agility examination and submit to an oral interview to be administered by the board and, if successful, their names will be included on the "Initial Eligibility Register."
- b) The names of the applicants shall be placed upon the "Initial Eligibility Register" in rank order, highest first. All scored examinations shall be based upon a scale of 1 to 100 percent. Rank order shall be based upon the applicant's total cumulative score which shall be calculated as follows:
 - b-1) Original written test score multiplied by 60%; and,
 - b-2) Oral interview score multiplied by 40%.
- c) Candidates will be required to sign a Public Safety Employee Reimbursement Contract agreeing to reimburse the City of Quincy for a portion of their training costs should they leave

employment to become a firefighter for another department within their five years of employment. The portion owed is prorated based on how long the candidates work for the Quincy Fire Department before leaving.

SECTION 12 – FINAL ELIGIBILITY LIST-FIREFIGHTER

- A. Within ten (10) days after the posting of the Initial Eligibility Register, applicants whose names appear thereon shall make a claim for preference points. Failure to timely make a claim for preference points shall constitute a waiver thereof. Preference points shall be awarded as follows:
- a-1) Military Preference – 5 points. Awarded to applicants who have served a minimum of 12 months on active duty in the service of the U. S. Armed Forces and who have either been honorably discharged or, in lieu of an honorable discharge, are still serving in an active or inactive reserve status.
 - a-2) Education Preference – maximum of 3 points.
Associates, Bachelor or graduate degree – not fire-related (2 points)
Associates, Bachelor or graduate degree – fire-related (3 points)
 - a-3) Medical Preference – maximum of 3 points.
Current State of Illinois EMT License or current National Registry EMT Certification (2 points)

Current State of Illinois Paramedic License or current National Registration Paramedic certification (3 points)
 - a-4) Experience Points – maximum of 5 points.
Career firefighter or firefighter/paramedic – 2 years documented experience (5 points)
 - a-5) Certification Points – maximum of 2 points.
State of Illinois Certified Firefighter II, or
State of Illinois Basic Operations Firefighter (1 point)

State of Illinois Advanced Technician Firefighter, or
State of Illinois Firefighter III (2 points)
- B. Applicants shall be appointed from the Final Eligibility Register 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 are less than 100 names remaining on the list, the applicant's name is within the top 5 names remaining on the list.

- C. Appointment from the Final Eligibility Register is subject to satisfactorily passing or completing an in-depth psychological examination, a polygraph test, background investigation, and a thorough medical examination (which may include a test of the applicant's vision and hearing, a test for the presence of communicable diseases as well as a test to screen for the use of drugs and/or narcotics). A conditional offer of employment shall be made prior to an applicant submitting to the in-depth psychological examination and the medical exam.
- D. In the event a "Final Eligibility Register" is exhausted prior to the expiration of the "Initial Eligibility Register," the Board may establish another "Final Eligibility Register" in accordance with Section 11 above. Names will be stricken from the "Final Eligibility List" and the Initial Eligibility List after the names have appeared on the original "Initial Eligibility List" in excess of two years.

SECTION 13 - PROFESSIONAL EXAMINATIONS AND TESTS.

- A. Each applicant for original appointment shall submit to a Psychological Examination by such psychologist or psychiatrist as the board may designate. Such examination shall be without expense to the applicant. Failure of the applicant to take or successfully complete such test shall eliminate the applicant from further consideration.
- B. Any applicant for original appointment to the Police or Fire Department of the City of Quincy, Illinois, shall be required to submit to a Polygraph Device Deceptive Test, commonly known as a Lie Detector 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 shall disqualify the applicant to enter upon the duties of the office for which the application for examination was filed.
- C. Medical Examinations shall be performed by a licensed physician. Such examination shall be without expense to the applicant.

SECTION 14 - PROBATIONARY APPOINTMENT.

- A. All vacancies in the Police or Fire Department shall be filled by individuals from the Final Eligibility Registers in the order in which their names appear on the register and having met all requirements previously listed. Pursuant to Section 5/10-2.1-14 of the Board of Fire and Police Commissioners Act, the board may choose to appoint a certified police officer applicant ahead of non-certified applicants.

- B. All original appointments to the police department shall be on a probationary basis commencing upon the date an officer first reports for duty and continuing for a period of eighteen (18) months.

All original appointments to the fire department shall be for a probationary period of twelve (12) months. The probationary period of a newly appointed firefighter will commence when the firefighter first reports for work with the fire 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 30 days.

- C. 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.
- D. Probationary employees may be summarily dismissed by the board and are not entitled to the protection afforded to other full-time officers or fire fighters by statute or these rules.

SECTION 15 - CERTIFICATION.

- a) Police Officers: Final certification of probationary Police Officers shall be subject to successful completion of the Basic Training Course, as mandated by the State of Illinois, as well as successfully completing all requirements of the departments field training program within the prescribed probationary period. Inability to successfully complete the course and the FTO program shall be grounds for dismissal.
- b) Fire Fighters: Final certification of probationary Fire Fighters shall be subject to successful completion of a Certified Fire Fighter Basic Training Course as prescribed by the Office of the State Fire Marshal office, Personnel Standards and Education Division, under authority from the Illinois Fire Protection Act (50 ILCS 740).

SECTION 16 – LATERAL POLICE OFFICER PROCEDURES

- a) The board shall prepare and keep a register of persons who have previously been full-time sworn officers of a regular police department in any municipal, county, university, or State law enforcement agency, provided they are certified by the Illinois Law Enforcement Training Standards Board or be qualified to take the Illinois Law Enforcement Training and Standards Board “Out of State Reciprocity” examination and have been with their respective law enforcement agency within the State for at least

- 2 years. Part-time certification as a law enforcement officer does not meet this requirement.
- b) Applicants must be of excellent moral character and personal integrity. Applicants must be U.S. citizens and possess a valid Class “D” Illinois driver’s license or a valid out-of-state driver’s license of similar classification. Applicants must be able to meet vision standards at the time of appointment.
 - c) Lateral entry police officers may apply year around. A rolling eligibility list of potential lateral entry police officers will be maintained upon the applicants’ oral interview scores and application of preference points (military and/or education). The eligibility list will be maintained continuously. Each candidate will remain on the list for one year after their scores are determined. Applicants’ placement on the eligibility list will be determined by their interview scores in descending order. Applicants can reapply if not selected within the year.
 - d) The selection process will include the following components: oral interview with the Fire and Police Commission, review of a memo summarizing a conversation between the chief of the Quincy Police Department (or designee) and the applicants’ current police chief or relevant supervisor, a full background investigation, polygraph and psychological assessments and a medical examination. The selection process may also include a review of the applicant’s past evaluations, past and current assignments and training certificates.

CHAPTER V - PROMOTIONAL EXAMINATIONS

SECTION 1 – FIRE LIEUTENANT, FIRE CAPTAIN and FIRE ASSISTANT CHIEF PROMOTIONAL TESTING

Promotions to the ranks of Fire Lieutenant, Fire Captain and Fire Assistant Chief shall be accomplished in accordance with the Fire Department Promotion Act and as further specified within the current Collective Bargaining Agreement, and as subsequently amended, between the City of Quincy and the Quincy Fire Fighters Local 63 I.A.F.F.

SECTION 2 – GENERAL- POLICE.

The board, by its rules, shall provide for promotion in the Police Department on the basis of ascertained merit and seniority in service and examination, and shall provide in all cases, where it is practicable, that vacancies shall be filled by promotion. All examinations for promotion shall be competitive among such members of the next lower rank as desire to submit themselves to examination. Candidates for promotion to Sergeant must have successfully completed a minimum of two (2) years of service

with the department in order to test for promotion to the Sergeant rank. Candidates for promotion to Lieutenant must have completed a one-year probationary period at the lower rank in order to test for promotion to the Lieutenant rank.

All promotions within the police department shall be made from the three (3) individuals having the highest rating, and where there are less than three (3) names on the promotional eligibility 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 two (2) years, provided there is no vacancy existing which can be filled from the promotional register.

For the purpose of determining that a vacancy exists, the Board must have received notice from the appropriate corporate authorities to fill an existing vacancy prior to the date the name(s) are to be stricken from a promotional eligibility register. Each weighted component of the examination process shall be based upon a scale of 1 to 100 percent.

- a) The final Promotional Examination score for Sergeant positions within the police department shall be determined as follows:

Examination	Weight	Eligible Passing Grade
Written Test	50%	All Candidates
Oral Interview	30%	All Candidates
Department Merit & Efficiency	20%	N/A

- b) The final promotional Examination score for Lieutenant positions within the police department shall be determined as follows:

Examination	Weight	Eligible Passing Grade
Written Interview	40%	All Candidates
Oral Interview/Assessment Center (20% each)	40%	All Candidates
Department Merit and Efficiency	20%	N/A

Seniority

For Sergeant candidate testing, ½ point per year for each full year of service on the Quincy Police Department attained at the date of the written examination, up to a maximum of five (5) points.

For Lieutenant candidate testing, ½ point per full year time in grade at Sergeant status attained at the date of the written examination, up to a maximum of five (5) points.

- c) 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.
- d) Candidates who are otherwise qualified and have timely requested credit for prior military service shall be granted veterans preference points as provided by state statute.
- e) Candidates who have completed advanced education degrees will be awarded additional points as follows:
 - AA/AS – 1 point
 - BA/BS – 2 points
 - MA/MB – 3 points
 - Ph.D./JD – 4 points

SECTION 3 - TOTAL SCORE - POLICE.

A Candidate's total score shall consist of the combined scores of:

- Merit/efficiency rating
- Written examination
- Oral examination/assessment center
- Seniority
- Advanced education; and
- Veteran's preference points.

Candidates shall take rank upon a promotional eligibility 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, in whatever manner the board deems appropriate.

SECTION 4 - PROMOTIONAL VACANCY

Upon notice from the appropriate corporate authority that a promotional vacancy exists, the board shall select the individual to be promoted in the manner specified in Section 1 of this Chapter IV

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

SECTION 1 - RANK.

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

The order of rank in the 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 appropriate oath, before any person authorized to administer oaths in the State of Illinois:

Oath for Fire Department

“I, _____, (state your name) do solemnly swear; to uphold the Constitution of the United States; and the State of Illinois; and to obey the laws of the City of Quincy; I will hold devotion to duty; above personal comfort.; I will selflessly serve; the citizens of Quincy; with respect and dignity; and I will faithfully discharge the duties; of the office of firefighter; to the best of my ability; so help me God.

_____ (Signature)

Signed and Sworn To before me this
____ day of _____, 20__.

Fire Chief

Oath for Police Department

“I, _____, do solemnly swear that I will support and comply with the Constitution and Laws of the United States of America; the Constitution and Laws of the State of Illinois; the Ordinances of the City of Quincy; and The Rules and Regulations of the Quincy Police Department; and the Law Enforcement Code of Ethics; and that I will faithfully discharge the duties of my office as Police Officer for the City of Quincy, to the best of my ability. “

Signature

Date

Chief of Police

**CHAPTER VII - HEARING OF CHARGES, REMOVALS,
SUSPENSIONS AND DISCHARGES**

At no time shall the processes defined within Chapter VII of these rules conflict with the State of Illinois’ Fireman’s Disciplinary Act (50 ILCS 745/), the Illinois Peace Officer’s Disciplinary Act (50 ILCS 725/), or with the collective bargaining agreement in effect between the City of Quincy and Firefighters Local #63, PBPA Patrol Chapter, and PBPA Supervisor Chapter.

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 this State.
- 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 or fire fighter no longer occupying his position. The right to determine what constitutes cause is determined by the board.

- e) The complainant or appellant initiating any proceedings which call for a hearing before the board shall have the burden of proof to establish by a preponderance of the evidence that cause for discipline exists or that a suspension, previously imposed by the Chief 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 weighed against the evidence in opposition thereto.
- g) Probationary employees may be summarily dismissed by the Board and are not entitled to the protection afforded to other full-time officers or fire fighters by statute or these rules.
- h) All hearings shall comply the Illinois Open Meetings Act, the relevant Collective Bargaining Agreement, if any, and the rules and regulations of the relevant department.
- 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 either substantiating the charges which have been made against the respondent or in support of an appeal brought by a suspended fire fighter or police officer. Thereafter the other party may present and examine those witnesses whom he desires the Board to hear. All parties shall have the right to cross-examine witnesses presented by the opposite party.

SECTION 2 - HEARING PROCEDURE.

- a) **Complaints:** In all cases, complaints shall set forth a plain and concise statement of the facts upon which the complaint is based.

- b) **Probable Cause:** The board shall have the right to determine whether there is or is not probable cause for hearing a complaint and may conduct such informal hearings as may be necessary for such purpose.
- c) **Notification of Hearing:** Upon the filing of a complaint with the Board of Fire and Police Commission, and the determination by the board of probable cause for entertaining said complaint, the board shall notify both the complainant and the respondent either personally or electronically 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. If an Order of Suspension Pending a Hearing is entered by the board, the respondent, the complainant, and the Chief of the Department shall be notified of the entry of such order.
 - a) **Continuances:** The matter of granting or refusing to grant a continuance of a hearing is within the discretion of the board.
 - b) **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 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.

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

SECTION 3 - SUBPOENAS.

- a) Any party to an administrative hearing may, at any time before the hearing, make application to the board by filing with it a written or electronic (email) request for subpoenas for any individual to appear for a hearing or have them produce books, papers, records, accounts and other documents as may be deemed by the board to be relevant to the hearing. On the filing of such application, subpoenas will be issued for the named persons. Subpoenas may be served by any person 21 years of age or older designated by the party requesting the subpoenas. Application for subpoenas should contain the names and addresses of the individuals to be subpoenaed, and the identity of any documents which they are to produce. Subpoenas will not be issued for anyone residing outside of 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 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 sending them electronically.. 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 - COMPUTATION OF TIME.

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

SECTION 7 - 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.
- b) The Chief of the Police or Fire Department shall have the right to suspend any officer or firefighter under his command for a period not to exceed five (5) days (5 eight-hour days or 40 total hours), providing no charges on the same offense have been filed and are pending before the board, and he shall notify the board in writing within 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. A hearing shall be had upon such

appeal, and due notice given to the Chief of the Department who suspended such firefighter or police officer, and to the employee so suspended. The burden of establishing that a suspension is unwarranted shall be upon the individual bringing the appeal.

- c) Upon such appeal, the board may sustain the action of the Chief of the Department, may reverse it with instructions that the employee so suspended receive his or her pay for the period involved, may suspend the employee for a period of not more than thirty (30) days, or discharge him or her, depending on the evidence presented.

SECTION 8 - DISCHARGE OR SUSPENSION AFTER HEARING.

- a) Discharge from office, or suspension from service in the Police or Fire Department shall be in compliance with the Fire and Police Commissioners Act of the State of Illinois, being Division 2, Sections 5/10-2.1-1 through 5/10-2.1-30, inclusive, of Chapter 65 of the Illinois Compiled Statutes
- b) The Board shall, within a reasonable time after the hearing is completed, enter its findings on the records of the Board.

SECTION 9 - DATE OF HEARING.

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

SECTION 10 - FINDINGS AND DECISION

In case any member of the Fire or Police Department shall be found guilty of the charges filed against the employee after a hearing by the board, he may be removed, discharged, demoted 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 in part, or may suspend the employee for an additional period of not more than thirty (30) days, demote or discharge the employee depending on the facts presented.

The findings and decision of the board, following a hearing of charges, shall be preserved by the Secretary, and notice of said findings and decision sent to the officer or fire fighter 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, demotion or discharge is ordered, such order of removal, demotion or discharge shall become effective forthwith. (See Section 9 of this Chapter VI).

SECTION 11 - RULES - CONFLICT.

The personnel of the Police and Fire Departments shall be governed by the Rules as adopted by the board and the Regulations of the Fire and Police Departments as adopted by ordinance. In case of conflict, the Rules of the Board shall govern.

SECTION 12 - VIOLATION OF RULES.

All members of the Police and Fire Departments shall be subject to the regulations of such Department, 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 13 - VIOLATION OF LAW.

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

CHAPTER VIII - GENERAL

SECTION 1.

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

SECTION 2.

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

SECTION 3.

Amendments to the Rules of the Board may be made at any meeting of the Board. A notice shall be provided to the mayor and city council for their review. Once approved, the amendments will be published electronically on the City of Quincy's website. The notice shall specify the date, not less than ten (10) days subsequent to the date of such publication when said amendments to the rules shall become effective.

SECTION 4 - LEAVE OF ABSENCE.

Leaves of Absence shall be granted by reason of military service or duty-related disability as specified in Illinois Compiled Statutes, Chapter 65, Section 5/10-2.1-23. If a Leave of Absence is granted by the Board during a probationary period, such probationary period shall be tolled until the probationary employee returns from his leave of absence.

SECTION 5 - POLITICAL CONTRIBUTIONS.

No person in the Police or Fire Departments of the City of Quincy, 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 or Police Departments of the City of Quincy, 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 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 his official authority or influence to compel or induce any other person to pay or render any political assessment, subscription, contribution or service.