

RULES AND REGULATIONS  
OF THE  
BOARD OF FIRE AND POLICE COMMISSIONERS  
VILLAGE OF PLAINFIELD  
STATE OF ILLINOIS

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**OF THE**  
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As adopted by the Board of Fire and Police Commissioners of the Village of Plainfield, Illinois effective December 10, 2012.

**CHAPTER 1 – ADMINISTRATION**

**SECTION 1 – SOURCE OF AUTHORITY**

The Board of Police Commissioners of the Village of Plainfield, 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 and through the home-rule authority of the Village of Plainfield Board of Trustees.

**SECTION 2 – DEFINITIONS**

The word “Commission” and/or “Board” wherever used shall mean the Board of Fire and Police Commissioners of the Village of Plainfield, Illinois. The word “Officer” shall mean any person holding a permanent office in the Police Department of the Village of Plainfield, Illinois. The masculine noun or pronoun includes the feminine. The singular includes the plural, and the plural the singular.

**SECTION 3 – OFFICERS OF THE BOARD AND THEIR DUTIES**

The Board shall annually, at its first meeting in May, elect a Chairman and Secretary. They shall 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 meetings. The Secretary shall keep the minutes of all meetings of the Board in a permanent record book and shall be the custodian of all the forms, papers, books, records and completed examinations of the Board.

**SECTION 4 – MEETINGS**

- a. Regular meetings are held once a month in September, October, November, February, March, April and May. Notice shall be posted and meetings shall be open to the public.
- b. Special meetings shall be open, notice thereof posted forty-eight (48) hours prior to the 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, 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, "12011-120/5."
- 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 their 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 the municipal clerk 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 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.

## SECTION 6 – ORDER OF BUSINESS

The order of business at any meeting shall be:

- a. Call to order
- b. Roll call
- c. Public Forum – Citizen’s 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 notices shall be published in a newspaper of general circulation in the City. The notice shall specify the date, not less than 10 subsequent, to the date of such publication, when the 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 5110-2.1-19 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 5110—2.1-19.

## CHAPTER II – APPLICATIONS

### SECTION 1 – RESIDENCE

Applicants for examination must be citizens of the United States or otherwise qualified to work in the United States.

## SECTION 2 – APPLICATION BLANKS

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 application a copy of his Military Service Record, Discharge Papers, Social Security Card, Birth Certificate, and High School Diploma or G.E.D. Certificate. A copy of his College or University Degree and, if requested, a copy of a certified transcript of his course work from an accredited College or University shall be provided by the applicant to the Board of Police Commissioners no later than the date of appointment to the position of Police Officer.

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 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 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 5/10-2.1010-6 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 60 credit hours from an accredited college or university in any field at the time of appointment (does not apply to candidates that are currently certified as a police officer through the Illinois Training and Standards Board or similar agency in other states).
- 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.
- k. Who does not possess a valid driver's license.
- l. Who files an incomplete employment application or fails to provide supplementary documentation requested by the Commission.

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

#### **SECTION 4 – DEFECTIVE APPLICATIONS**

Incomplete or defective applications will not be accepted and will disqualify the applicant.

#### **SECTION 5 – AGE REQUIREMENTS**

Applicants shall be under thirty-five (35) years of age, at the time of application and at such time as the initial eligibility list is posted, 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 twenty (20) years of age. Proof of birth date will be required at the time of application. Applicants must be twenty-one (21) years of age at the time of appointment to the position of Police Officer.

#### **SECTION 6 – NOTICE OF ACCEPTANCE**

The Secretary will notify all applicants whose applications have been accepted by the Board to be present for orientation and subsequent examination with an executed Physician's Certificate that they are physically capable of participating in a strenuous "Physical Aptitude Test."

**CHAPTER III – EXAMINATIONS**  
**ORIGINAL APPOINTMENT**

**SECTION 1 – NOTICE OF EXAMINATIONS**

Examinations shall be held on the dates fixed by the Board and advertised in a local paper in accordance with the Statutes of the State of Illinois. 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 test, written and oral examinations as determined by the Board and as more particularly set forth in Section 4 below. No examination shall contain questions regarding an applicant's 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.

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

**Conditional Offer of Employment**

Psychological Examination	Pass or Fail
Medical Examination	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.

\*\*Test may be given for demonstration purposes or on a pass/fail basis.

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 (Section 5/10-2.1-9) upon request of the applicant. Such preference points shall not be cumulative.

**SECTION 5 – ORIGINAL APPOINTMENT –ORIENTATION**

All applicants shall attend the original appointment orientation and failure to do so shall result in the disqualification of the applicant from further consideration. At the orientation, applicants requiring a disability accommodation to participate in the testing process shall advise the Board of such requirement and provide the appropriate documentation in support of said claim. Upon receipt of a disability claim, the Board will determine, in accordance with the Americans with Disabilities Act, whether or not an accommodation is appropriate. The Commission may seek the advice of legal counsel or the testing agency employed to conduct the testing process as to whether an accommodation is require and what accommodation may be offered. Applicants should be prepared to specify what, if any accommodation, he or she may be seeking.

**SECTION 6 – ORIGINAL APPOINTMENT – PHYSICAL APTITUDE TEST**

All applicants may be required to submit themselves to a physical aptitude test prior to the eligibility list and/or prior to receiving a conditional offer of employment at the discretion of the Police Commission.

## **SECTION 7 – 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 8 – ORIGINAL APPOINTMENT – ORAL EXAMINATION**

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 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 Examination the Commissioners will discuss the Candidate's abilities using the traits listed above. Candidates who fail to successfully complete the Oral Examination will be notified and eliminated from all further consideration.

## **SECTION 9 – INITIAL ELIGIBILITY LIST**

- 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 5/10-2.1-9 (a) and (b) 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 register 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 two (2) years.

## SECTION 10 – PRIMARY ELIGIBILITY REGISTER

- a. Final appointment for the Police Department shall be from the names appearing on the “Primary 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 name will be included on the “Primary Eligibility Register.”
- c. The names of the applicants shall be placed upon the “Primary 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%
  3. Preference points as applicable
- d. In the event a “Primary Eligibility Register” is exhausted prior to the expiration of the “Initial Eligibility Register,” the Board may establish another “Primary Eligibility Register” in accordance with subsections a. through c. above.
- e. Applicants shall be appointed from the “Primary Eligibility Register” in descending order. Notwithstanding anything to 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/her successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act, ahead of non-certified applicants.
- f. Appointment from the “Primary 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 disease as well as a test to screen for the use of drugs and/or narcotics).

## SECTION 11 – PROFESSIONAL EXAMINATIONS AND TESTS

- a. Each applicant for original appointment shall submit to a Psychological Examination by such licensed psychologist or psychiatrist as the Board may designate. Such examination shall be without expense to the applicant. Failure of the applicant to take or successfully complete such test shall eliminate him from further consideration.

- b. Any applicant for original appointment to the Police Department for the Village of Plainfield, Illinois may 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 him 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.

#### **SECTION 12 – PROBATIONARY APPOINTMENT**

- a. All vacancies in the Police Department shall be filled by individuals from the Primary Eligibility Register (based on ranked order) or the Lateral Eligibility Register (at the discretion of The Commission or the Chief of Police) and having met all eligibility requirements. The Commission shall determine the priority given to each such Eligibility Register. Pursuant to Section 10 e. above, the Board may choose to appoint certified applicants ahead of non-certified applicants.
- b. All original appointments to the Police Department shall be on a probationary basis commencing upon the date the officer reports for work and continuing for a period of twelve (12) months after the officer has successfully completed his or her field training program. A probationary period will be tolled for those periods of time a probationary employee, for whatever reason, is unable or unavailable to perform his or her assigned duties.
- c. Any person whose name appears on the “Primary Eligibility Register” or the “Lateral Eligibility Register” may decline appointment. It shall be the option of the Board to strike from or maintain upon each Register the name of such candidate without otherwise altering the candidate’s original position on the “Primary Eligibility Register” or the “Lateral 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 by statute or these rules.
- e. Seniority will be determined by the probationary employees hire date. If two or more employees have the same hire date and are both on the “Primary Eligibility Register”, seniority is given to the employee ranked hire. If two or more employees have the same hire date and are on separate lists, seniority will be given to the employee on the “Lateral Transfer Register”. If two or more employees have the same hire date and are both on the “Lateral Transfer Register”, seniority will be determined at the discretion of the Commission.

### SECTION 13 – LATERAL TRANSFERS

- a. When the Chief of Police identifies a need for lateral appointment(s) due to special or unique circumstances, the Chief of Police may request the Commission to solicit applications for lateral appointment(s) to the position of Police Officer. (Village of Plainfield Ordinance: 3497)
- b. In addition to the original appointment section as set forth in these rules, the Commission may create a “Lateral Eligibility Register” of persons who have previously been full-time sworn officers (for at least a minimum of two (2) years) of a regular police department in any municipality, county, university, or State law enforcement agency within the last three (3) years at time of application provided they are currently certified by the Illinois Law Enforcement Training and Standards Board or similar agency in other states. The Chief of Police/Commission at their discretion based on the current needs of the Police Department may select candidate(s) from either the “Primary Eligibility Register “and or the “Lateral Eligibility Register”.
- c. All Lateral Transfer applicants must provide documentation to show their previous responsibilities and duties are similar to those of a Police Officer in the Village of Plainfield. 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 or similar act in other states.
- d. Lateral Transfer applicants who meet these requirements and are selected for accelerated entry under this section shall complete the entry process before an offer of employment. This process may include the following components at the discretion of the Commission:
  - Application
  - Experience verification
  - Oral Examination/Interview
- e. Lateral Transfer applicants who receive a minimum passing score, as set by the Commission, will be added to the Lateral Eligibility Register by alphabetical order. A candidate’s name will remain on the register for a maximum of two (2) years. The Commission (or the Chief of Police) reserves the right to select any candidate from the register for consideration for appointment to probationary police officer. Any candidate selected will be required to submit to the following prior to appointment:
  - Background Check
  - Polygraph examination
  - Psychological exam
  - Medical exam
- f. All Lateral Transfer appointments to the Police Department shall be on a probationary basis commencing the hiring date of the officer, continuing for a period of twelve (12) months after the officer has successfully completed his or her field training program. A probationary period will be tolled for those periods of time a probationary employee, for whatever reason, is unable or unavailable to perform his or her assigned duties.

- g. The “Lateral Eligibility Register” established by the Commission shall be a revolving list as long as viable candidates remain on the list. The Commission will conduct oral examinations/interviews on an as needed basis. The Commission may interview candidates who submitted applications and meet the minimum requirements necessary, since the last interviews were conducted. The candidates that receive a passing score will be added to the established register in alphabetical order and will remain on the register for up to two (2) years.
- h. All other provisions of these rules, including promotions, shall be applicable to all applicants of the Lateral Transfer process who accept an offer of employment and complete the probationary period

**CHAPTER IV – PROMOTIONAL EXAMINATIONS**

**SECTION 1 – GENERAL**

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 practicable, that vacancies shall be filled by promotion. All examinations for promotion shall be competitive among such members of the next lower rank as desire to submit themselves to examination. All promotions shall be made from the three (3) individuals having the highest rating, and where there are less than three (3) names on the Promotional Eligibility 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, provided there is no vacancy existing which can be filled from the promotional register. Each weighted component of the examination process shall be based upon a scale of 1 to 100.

- a. The final promotional examination score shall be determined as follows:

<u>Examination</u>	<u>Weight</u>	<u>Passing Grade</u>
Written Exam	35%	*
Assessment Center	20%	*
Oral Interview	15%	*
Departmental Merit & Efficiency (based upon a scale of 1-100 –maximum of 20 points)	30%	*

**Seniority**

One-half (1/2) point per year for each full year of service as a full-time police officer with the Village of Plainfield Police Department not to exceed 3 points.

\*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.

\*\*The names of the candidates who fail to achieve a minimum passing score while participating in the written or oral examinations or who fail to pass the promotional assessment component will not be included on the final promotional eligibility list.

- b. In the event no candidate from the immediate next lower rank qualifies for promotion, the Board in determining next order of rank in promotional examinations herewith determines a policy of extending the examination successively through all the order 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.
- c. Candidates who are otherwise qualified and have timely requested credit for prior military service, shall be granted veteran's preference points as provided by state statute.

## **SECTION 2 – TOTAL SCORE**

A candidate's total score shall consist of the combined scores of the merit/efficiency rating, written examination and oral examination, assessment center plus seniority 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 a lot, in the presence of a quorum of the Board, in whatever manner the Board deems appropriate.

## **SECTION 3 – VETERAN'S PREFERENCE POINTS**

To qualify for veteran's preference points, a candidate must have served a minimum of one full year on active military duty and have been awarded an honorable discharge. In lieu of the honorable discharge, a candidate must show proof that he or she is currently serving or enrolled in an active or inactive reserve status. If qualified and duly requested, a candidate will be awarded 0.7 of a point for each six (6) months, or part thereof, of active military service not to exceed thirty (30) months (3.5) points.

## **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. Officers promoted pursuant to these rules shall serve in a probationary status for twelve (12) months. During this probationary period, the Chief of the Department may, at his discretion, recommend that

the promoted officer be removed from the higher rank and the Commission, upon such a recommendation, may summarily remove the officer from the higher rank and said officer shall revert to his or her former rank.

CHAPTER V  
ORDER OF RANK, CLASSIFICATION AND OATH OF OFFICE

SECTION 1 – RANK

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

SECTION 2 – CLASSIFICATION

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

SECTION 3 – OATH OF OFFICE

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

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

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC

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

CHAPTER VI  
HEARING OF CHARGES, REMOVALS, SUSPENSIONS AND DISCHARGES

SECTION 1 – HEARING OF CHARGES

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

- b. "Counsel" as used herein means: One who has been admitted to the bar as an attorney-at-law in 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 continuances in employment in some way detrimental to the discipline and efficiency of the public service and something which the law and sound public opinion recognize as cause for the officer no longer occupying his position. 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 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 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 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 police officer. Thereafter, the other party may present and examine those witnesses whom he desires the Board to hear. All parties have the right to cross-examine witnesses presented by the opposite party.

## SECTION 2 – HEARING PROCEDURE

- a. Complaints: In all cases, written complaints shall be filed in quintuple, setting forth a plain and concise statement of the facts upon which the complaint is based.
- b. Probable Cause: The Board shall have the right to determine whether there is or is not probable cause for hearing a complaint and may conduct such informal hearings as may be necessary for such purpose.
- c. Notification of Hearing: Upon the filing of a complaint in quintuple with the Secretary of the Board, and the determination by the Board of probable cause for entertaining said complaint, the Secretary of the Board shall notify both the complainant and the respondent either by 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 records, 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.

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

## SECTION 3 - SUBPOENAS

- a. Any party to an administrative hearing may, at any time before the hearing, make application to the Board by filing with it a written request for subpoenas for any individual to appear for a hearing or have them produce books, papers, records, accounts and other documents as may be deemed by the Board to be relevant to the hearing. On the filing of such application, subpoenas will be issued for the named persons. Subpoenas may be served by any person 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 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 rules.

#### **SECTION 4 - SERVICE**

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

#### **SECTION 5 - FILING**

All papers may be filed with the Board by mailing them or delivering them personally to the Secretary of the Board at the Village of Plainfield, 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 not larger and 8 ½" by 11" with inside margins of not less than one (1) inch.

- d. The original of all papers filed shall be signed in ink by the party filing the paper or by an officer, agent, or attorney thereof and copies thereof provided the opposing party or his counsel.
- e. If papers are submitted by an attorney, his or her name and address shall appear thereon.

#### **SECTION 7 – COMPUTATION OF TIME**

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

#### **SECTION 8 – SUSPENSION or TERMINATION**

It is understood promotion, demotion, discipline and discharge are subject to the jurisdiction of the Chief of Police and the Board (or any successor to it) and are not subject to this grievance procedure. However, in the event the Chief of Police takes action against an employee to impose a suspension or present charges to the Board, the employee and a representative of the Union may request a meeting with the Chief of Police to discuss the matter.

Pursuant to Section 15 of the IPLRA and 65 ILCS 10-2.1-17, the parties have, as set forth below, negotiated an alternative procedure to modify certain portions of the Act. Unless otherwise described within this Article, Division 2.1 of Article 10 of the Illinois Municipal Code shall govern disciplinary matters.

- 1. If the Chief of Police recommends imposing discipline for an employee covered by this Agreement, the Board can only endorse the recommendation of the Chief of Police, reduce or reverse the discipline sought to be imposed by the Chief of Police. The Board cannot increase the level of disciplinary action sought to be imposed by the Chief of Police. If the Board reverses the disciplinary recommendation, then the affected officer shall be made whole.
- 2. No officer covered by this Agreement shall be disciplined except for just cause.

#### **SECTION 9 – DISCHARGE, DEMOTION OR SUSPENSION AFTER HEARING**

- a. Discharge from office, demotion or suspension from service in the Police Department shall be in compliance with the Fire and Police Commissioners Act of the State of Illinois, being Division 2, Section 5/10-2.1-30, inclusive of Chapter 65 of the Illinois Compiled Statutes and pursuant to the home-rule authority of the Plainfield Board of Trustees.
- 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 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. The time limitation is not applicable to hearings conducted to review suspensions of five (5) days or less imposed by a Chief of the Department or one of its members.

## SECTION 11 – FINDINGS AND DECISION

In case any member of the Police Department shall be found guilty of the charges filed against him after a hearing by the Board, he may be removed discharged, demoted, or suspended for a period not exceeding thirty (30) days without pay. Upon 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 not more than thirty (30) days, demote, or discharge him 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 finding and decision 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 of removal or discharge shall become effective forthwith. (See Section 9 of this Chapter VI).

## SECTION 12 – RULES OF CONFLICT

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

## SECTION 13 – VIOLATION OF RULES

All members of the Police Department 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 14 – VIOLATION OF LAW

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

## CHAPTER VII – GENERAL

### SECTION 1

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

### SECTION 2

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

### 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 5/102.1-23. 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 Department of the Village of Plainfield, 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 Police Department of the Village of Plainfield, 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 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.

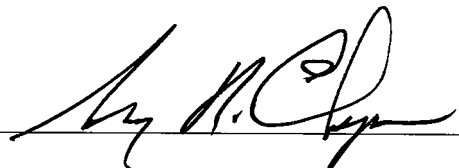
MOTION


It is hereby moved that the Board of Fire and Police Commissioners of the Village of Plainfield, Illinois, repeal its existing Rules and Regulations and adopt, in replacement thereof, its new Rules and Regulations (a copy of which is attached hereto) as of the date shown below.

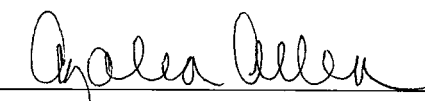
MOTION MADE BY: Greg Chapman

SECONDED BY: Stephen Richardson

VOTE: AYE 3    NAY 0

  
\_\_\_\_\_  
Greg R. Chapman, Chairman

  
\_\_\_\_\_  
Stephen Richardson, Secretary

  
\_\_\_\_\_  
Azalia Allen, Liaison

DATED: November 20, 2025

