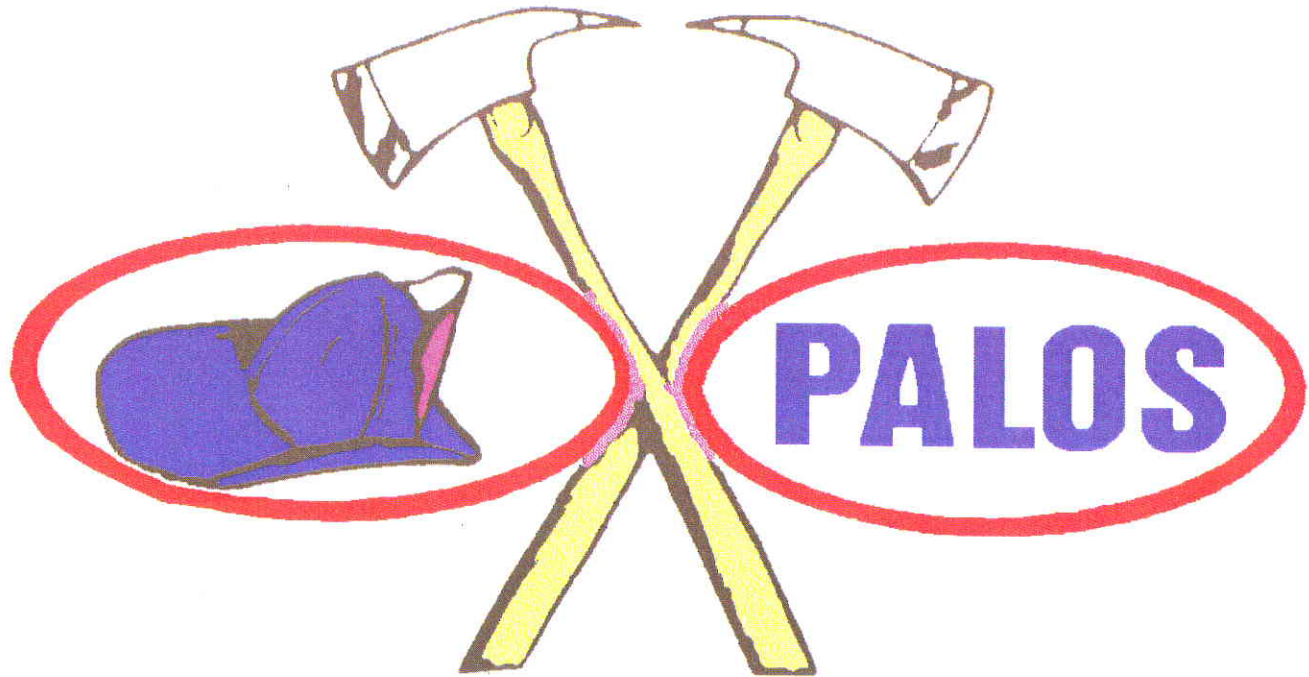


Palos Fire Protection District

BOARD OF FIRE COMMISSIONERS

RULES AND REGULATIONS



James R. Staszczuk
Commissioner
Chairman

Paul Boehlke
Commissioner
Secretary

vacant
Commissioner

David Zafiratos / Ottosen, Britz, Kelly, Cooper, Gilbert & DiNolfo
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Palos Fire Protection District
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**AMENDED AND RESTATED
RULES AND REGULATIONS OF
THE BOARD OF FIRE COMMISSIONERS
OF PALOS FIRE PROTECTION DISTRICT
PALOS PARK, COOK COUNTY, ILLINOIS**

Rules and Regulations of the Board of Fire Commissioners of the Palos Fire Protection District were originally adopted on March 11, 2004, and were amended on January 14, 2010 and March 26, 2014. The Board of Fire Commissioners by this action hereby amends and restates those Rules and Regulations previously adopted except as hereby amended this 13th day of February, 2014. The Secretary of the Board is authorized and directed to immediately print copies of these Rules and Regulations for distribution and to give notice by publication in a newspaper of general circulation within Palos Fire Protection District. Said notice shall set forth that anyone so interested in these Rules and Regulations may obtain a copy the document at the office of the Palos Fire Protection District, 8815 West 123rd Street, Palos Park, Illinois, 60464. These Rules and Regulations shall be effective ten days subsequent to the date of publication.

JAMES R. STASZCUK
Commissioner
Chairman

PAUL BOEHLKE
Commissioner
Secretary

vacant
Commissioner

**AMENDED AND RESTATED RULES OF THE
BOARD OF FIRE COMMISSIONERS
PALOS FIRE PROTECTION DISTRICT**

CHAPTER I -- ADMINISTRATION

1.01 SOURCES OF AUTHORITY

The following rules previously made and adopted on March 11, 2004, are hereby amended and restated as amended by the Board of Fire Commissioners (hereinafter sometimes referred to as "Fire Commissioners") of the Palos Fire Protection District, pursuant to authority authorized by the Board of Trustees by an Act in Relation to Fire Protection Districts (70 ILCS 705/16.01 *et seq.*) and the Board of Fire and Police Commissioners Act (65 ILCS 5/10-2.1-1 *et seq.*).

The Board of Fire Commissioners makes these rules (1) to carry out the purpose of Sections 16.01 to 16.18 of the Fire Protection District Act inclusive; and (2) for appointments and removals of District personnel in accordance with the provisions of such sections. The Fire Commissioners, from time to time, may make changes in these rules. All these rules and changes therein shall be printed immediately for distribution. The Fire Commissioners shall give notice (1) of the places where the printed rules may be obtained; and (2) of the date, not less than ten days subsequent to the time of publication, when the rules or changes therein shall go into operation. This notice shall be published in one or more newspapers published in the fire protection district, or, if no newspaper is published therein, then in one or more newspapers with a general circulation within the District.

These rules of the Fire Commissioners shall apply only to the conduct of examinations for original appointments, for promotions, and to the conduct of hearings on charges brought against a member of the District. No such rule shall be made by the Fire Commissioners to govern the operation of the District or the conduct of its members unless the Board of Trustees specifically authorizes the Fire Commissioners to make such rules; however, the Board of Trustees may also rescind such authorization.

In the event of a conflict between the Rules of the Board of Fire Commissioners and the collective bargaining agreement, the terms of the collective bargaining agreement shall govern.

Moreover, in the event of a conflict between the Rules of the Board of Fire Commissioners and the Rules of the Board of Trustees of the Palos Fire Protection District, the Rules of the Board of Trustees shall govern. (65 ILCS 5/10-2.1-1 *et seq.*; 70 ILCS 705/16.01 *et seq.*)

1.02 APPLICATION OF RULES

The provisions of these Rules shall apply only to full time, paid sworn members of the Palos Fire Protection District below the rank of Fire Chief.

1.03 APPOINTMENT OF BOARD OF FIRE COMMISSIONERS, MEMBERS AND TERMS OF OFFICE

(a) The Board of Fire Commissioners shall consist of three individuals: one shall be a representative citizen of the employee class, one shall be a representative citizen chosen from the employing class, and the other shall be a representative citizen not identified with either the employing or employee class and each shall possess the qualifications required of other officers of the fire protection district, shall take oath, or affirmation, of office, and give bond.

(b) The Board of the Trustees of the Palos Fire Protection District has the power to appoint to the Board of Fire Commissioners. No person shall be appointed a commissioner who has been convicted of a felony under the laws of this State or comparable laws of any other state

or the United States. The initial appointments of the Board of Fire Commissioners resulted in staggered terms. The members serve until the first Monday in June of each successive year. Every member shall serve until his successor is appointed and has qualified. Vacancies on the Board of Fire Commissioners shall be filled in the same manner as original appointments.

(c) The Board of Fire Commissioners shall annually elect a chairman and a secretary to serve during the District's fiscal year. The members of the Board of Fire Commissioners shall be considered officers of the District and shall file an oath as may be required by the trustees. A majority of the Board of Fire Commissioners shall constitute a quorum for the purpose of conducting all business.

(d) Once appointed, members of the Board of Fire Commissioners shall not be subject to removal, except for cause, upon written charges, and after an opportunity to be heard within 30 days in his or her defense before a regular meeting of the District trustees. A majority vote of the trustees shall be required to remove any member of the Board of Fire Commissioners from office.

(e) The Chairman shall be the presiding officer at all meetings, and the Secretary shall keep, or cause to be kept, the minutes of all meetings in a permanent record book. In the absence of the Chairman, the Commission shall, by motion, choose another member to serve as Chairman *pro tem*. The Secretary, or his or her designee, shall keep the minutes of all meetings of the Commission, and shall be the custodian of all the forms, papers, books, records and completed examinations of the Fire Commissioners. Should a change in the Board of Fire Commissioners membership vacate one or all offices, the new Board of Fire Commissioners shall at its next meeting elect new officers to fill the unexpired terms. (65 ILCS 5/10-2.1-3; 70 ILCS 705/16.02)

1.04 MEETINGS

Pursuant to the Open Meetings Act, the Board of Fire Commissioners shall conduct its meetings as follows:

- (a) The Commission shall keep written minutes of all its open meetings and a verbatim record of all its closed meetings in the form of an audio or video recording. Minutes shall include, but need not be limited to:
 - (1) the date, time and place of the meeting;
 - (2) the members of the public body recorded as either present or absent; and
 - (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.
- (b) The minutes of meetings open to the public shall be available for public inspection within 7 days of the approval of such minutes by the Commission.
- (c) The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:
 - (1) the Commission approves the destruction of a particular recording; and
 - (2) the Commission approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.
- (d) Periodically, but no less than semi-annually, meet to review minutes and recordings of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still

exists as to all or part of those minutes or (2) that the minutes or recordings or portions thereof no longer require confidential treatment and are available for public inspection.

- (e) Unless a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative proceeding other than one brought to enforce this Act. In the case of a civil action brought to enforce this Act, the court may conduct such in camera examination of the verbatim record as it finds appropriate in order to determine whether there has been a violation of this Act. In the case of a criminal proceeding, the court may conduct an in camera examination in order to determine what portions, if any, must be made available to the parties for use as evidence in the prosecution. If the court or administrative hearing officer determines that a complaint or suit brought for noncompliance under this Act is valid it may, for the purposes of discovery, redact from the minutes of the meeting closed to the public any information deemed to qualify under the attorney-client privilege. The provisions of this subsection do not supersede the privacy or confidentiality provisions of State or federal law.
- (f) Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.
- (g) All meetings shall be public meetings and held in a convenient place. No meeting is to be held on a legal holiday, unless the regular meeting day falls on such a holiday. The Fire Commissioners may move to close the meeting to the public pursuant to the exceptions provided for in 5 ILCS 120/2, to consider information regarding appointment, employment, or dismissal of an employee or officer or to hear testimony on a complaint lodged against an employee or officer to determine its validity; and as otherwise provided for to close meetings to the public upon motion duly made and adopted stating the statutory exception.
- (h) At the beginning of each calendar or fiscal year, the Board of Fire Commissioners shall prepare and make available a schedule of all its regular meetings for such calendar or fiscal year, listing the times and places of such meetings.
- (i) If a change is made in regular meeting dates, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the area in which such body functions. Notice of such change shall also be posted at the principal office of the public body or, if no such office exists, at the building in which the meeting is to be held. Notice of such change shall also be supplied to those news media which have filed an annual request for notice as provided in paragraph (b) of Sections 2.02 and 2.03 of the Open Meetings Act.
- (j) In the event a bona-fide emergency exists and it is not practical to wait 48 hours after posting public notice of the meeting, the Board of Fire Commissioners may conduct a meeting be called by the filing of a notice, in writing, with the Secretary of the Commission, signed by any two members. Notice of an emergency meeting must be given as soon as practical, but in any event prior to holding of the meeting, to any news medium which has filed an annual request for notice under the provision of the Open Meetings Act. This notice shall contain a brief statement of the agenda to be submitted for the consideration of the Board of Fire Commissioners at such emergency meeting, and shall set forth the date, time and place of such emergency meeting. No other business shall be considered at such special meeting.

- (k) Special meetings may also be called by the Chairman of the Commission, and he shall designate in a notice to be filed with the Secretary of the Commission the date, time and place of such special meeting, and the business to be considered at the meeting. Public notice must be given at least 48 hours beforehand, and the notice must include the agenda, the time, and place of the meeting. No other business shall be considered at such special meeting.
- (l) A regular meeting may be reconvened within 24 hours of the close of the original meeting, provided the Board of Fire Commissioners announces, and records the time and place of the reconvened meeting and there is no change in the agenda.
- (m) Public notice of a meeting is accomplished by posting a copy of the notice at the main office of the Fire Protection District and to the news mediums that have filed an annual request for service of notices. The Secretary shall have the responsibility of seeing that all applicable requirements of the Illinois "Open Meetings Act" are met with regard to all meetings and hearings held by the Board of Fire Commissioners and all notices thereof. (5 ILCS 120/1 *et seq.*)

1.05 QUORUM

A majority of the Board of Fire Commissioners shall constitute a quorum for the conducting of all business.

1.06 ORDER OF BUSINESS

The order of business at any meeting, except hearings and oral interviews of candidates, shall generally be:

Call to order
Roll Call
Public Comments
Approval of the Minutes
Communications
Unfinished Business
New Business
Adjournment.

1.07 RULES FOR CONDUCT OF BUSINESS

Meetings of the Commission shall be conducted in an orderly manner.

1.08 ADDRESSING THE BOARD

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

A portion of every regular Commission meeting shall be provided for public comment. The person wishing to speak shall submit a public participation slip or raise his or her hand in a signal to the Chairman. The speaker must be designated and authorized to speak by the Chairman. Each speaker shall limit his or her public participation to a period of five (5) minutes or less so that all persons shall have an adequate opportunity to make their statements to the Commission.

The purpose of public participation is to allow the public the opportunity to make a statement to the Commission. The purpose of public participation is not to provoke a debate with the Commission. Once an individual has spoken, that individual may not speak on the same issue

again. Any limitation regarding addressing the Commission may be waived by a majority vote of the Commission.

In the absence of any objection by a member of the Commission, the Fire Chief may authorize an employee of the District to address the Commission. Under special circumstances, the Chairman may recognize employees or agents of the District on specific agenda items during the discussion of those items.

1.09 PARTICIPATION BY ELECTRONIC MEANS

Members of the Commission may attend meetings by video or audio conference subject to the following conditions:

- (a) A quorum of the members of the Commission must be physically present at the meeting location.
- (b) The member requesting to attend by audio or video conference must be unable to physically attend the meeting because of (1) personal illness or disability; (2) employment purposes or the business of the Commission; or (3) a family or other emergency.
- (b) The member requesting to attend by audio or video conference must notify the recording secretary before the meeting if practicable.
- (c) A majority of the members of the Commission must approve the member's request to attend by audio or video conference.
- (d) Equipment must be available that will permit the member to participate in the meeting so that the member can hear and/or see the other members of the Commission and the other members of the Commission can hear and/or see the member attending by audio or video conference.
- (e) If a member of the Commission attends a meeting by audio or video conference in accordance with this policy, the minutes of that meeting shall reflect that the member was present via audio or video conference.
- (f) Members attending by audio or video conference shall be permitted to participate in the meeting as if they were physically present to the extent permitted by the equipment used including the right to vote on any matters that come before the Commission. (5 ILCS 120/7)

1.10 CHANGES TO THE RULES OF THE BOARD OF FIRE COMMISSIONERS

Changes in the Rules of the Board of Fire Commissioners may be made at any meeting of the Fire Commissioners. All changes shall forthwith be printed for distribution, and notice shall be given in accordance with Section 16.05 of the Fire Protection District Act. (70 ILCS 705/16.05)

1.11 ANNUAL REPORT AND BUDGET REQUEST

The Commission shall submit to the Board of Trustees of the District an annual report of its activities, and of the rules in force. In its annual report, the Commission may make suggestions to the Board of Trustees which it believes would result in greater efficiency or safety in the District. The Commission shall also submit an annual budget request to the Board of Trustees prior to the end of the fiscal year or as may be requested by the Board of Trustees. (70 ILCS 705/16.14)

CHAPTER II -- ORIGINAL APPOINTMENTS

2.01 CALLING EXAMINATIONS

The Board of Fire Commissioners will give notice of examinations which shall include, among other things:

- (a) the date, time and place where such examination will be held;
- (b) that applications will be received for at least a two-week period;
- (c) the position to be filled from the resulting roster of eligibles; and
- (d) such other information as the Commissioners shall determine. (70 ILCS 705/16.09)

2.02 TIME AND PLACE/PUBLICATION OF NOTICE

Each examination will be held at the date, time and place fixed by the Board of Fire Commissioners and advertised as required by Section 16.09 of the Fire Protection District Act. Any examination may be postponed, however, by order of the Fire Commissioners, which order will state the reason for such postponement and will designate a new date for said examination. Applicants shall be notified of the postponement of an examination and of the new date fixed for said examination. (70 ILCS 705/16.09)

2.03 GENERAL INFORMATION

Applicants for examination must comply with the current prerequisite policies and the job descriptions adopted by the District's Board of Trustees. Standards for the testing and evaluation of applicants shall be established by the Board of Fire Commissioners based on an analysis of the essential functions of the position, and the tasks and traits necessary for successful performance in the position for which testing and evaluation shall be conducted. The testing standards shall be based on the suggestions of the District's physician and other consultants as deemed appropriate by the Fire Commissioners. The Fire Commissioners may also utilize the most current National Fire Protection Association (NFPA) or other guidelines deemed appropriate by the Fire Commissioners. The testing process shall be practical in character and shall relate to those matters which fairly test the applicant's capacity to perform the essential functions of the job and shall be validated whenever possible. Any validation studies shall be consistent with criteria such as that established by the American Psychological Association and consistent with both state and federal equal employment opportunity laws. (70 ILCS 705/16.06)

2.04 APPLICATION FEES

The Board may charge a fee to cover the costs of the application process and the costs of the examination. Notice of any fees assessed will be published as part of the notice of the examination.

2.05 AGE REQUIREMENTS

Applicants must be at least twenty-one (21) years of age and under thirty-five (35) years of age on the last date for submission of applications unless otherwise provided by state or federal law.

Such maximum age limitation shall not apply in the case of (1) any person previously employed as a full-time firefighter in a regularly constituted fire department of (i) any municipality or fire protection district located in Illinois, (ii) a fire protection district whose obligations were assumed by a municipality under Section 21 of the Fire Protection District Act, or (iii) a municipality whose obligations were taken over by a fire protection district, or (2) any person who has served the fire district as a regularly enrolled volunteer, paid-on-call, or part-time firefighter for the five (5) years

immediately preceding the time that the district begins to use full-time firefighters to provide all or part of its fire protection service.

Furthermore, to qualify for either of the exceptions to the age limitations set forth in this section, the applicant shall have been actively working as a firefighter within two (2) years of the date of his or her application to this District. Proof of date of birth may be required. (70 ILCS 605/16.06; 65 ILCS 5/10-2.1-6)

2.06 ADDITIONAL POSITION REQUIREMENTS

All newly hired full time firefighters are required to participate and train to the minimum standards as required by the Illinois Fire Protection Training Act, and the Rules and Regulations for Palos Fire Protection District. All newly hired full time Firefighter II employees are required to successfully complete an approved Fire Apparatus Engineer (F.A.E.) Course, as defined by the Office of the State Fire Marshal, and be trained locally as a Palos Fire Protection District Apparatus Operator. (50 ILCS 740/1 *et seq.*)

2.07 EDUCATION AND CERTIFICATION REQUIREMENTS

The Board of Fire Commissioners shall announce any applicable education and certification requirements for entry-level positions at the beginning of the application process. Failure to obtain or thereafter maintain requisite certifications as established by the Board of Trustees and/or the Fire Commissioners shall result in the removal of an applicant from the application process, removal from an eligibility list, result in termination if the individual is employed as a probationary employee, or constitute just cause for dismissal if the individual is employed as a non-probationary employee.

2.08 CITIZENSHIP AND RESIDENCY

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

2.09 APPLICATION FORMS

Applicants for full-time positions with the District shall make application on forms approved by the Fire Commissioners. Applicants must file their application with the Fire Commissioners or its agent(s) prior to taking any examination, and must comply with the requirements of the form in every respect.

Applicants shall furnish with their applications a copy of their birth certificate; certified high school transcript, or evidence of a G.E.D. equivalence diploma; any military service record and discharge papers, if applicable; valid driver's license; and any other document necessary to meet District, state or federal requirements. All applicants shall execute and deliver to the Fire Commissioners a signed release of all liability prior to participating in the application and examination process.

All applicants shall execute and deliver to the Board of Fire Commissioners a form authorizing and empowering the Fire Commissioners and its agents or other outside service company engaged by the Fire Commissioners to conduct a background investigation of the applicant. Any false statement or omission of a material nature knowingly made by a person in an application or examination, or connivance in any false statement made in a certificate that may accompany such application, or complicity in any fraud touching the same shall be regarded as good cause for disqualification or exclusion from the examination process, and/or discharge from the District.

2.10 ADDITIONAL INFORMATION

Applicants may be required to provide additional information or documentation for clarification of their application provided that the applicant is otherwise qualified for the position sought. However, nothing in this section shall require the Board of Fire Commissioners to seek such additional documentation not properly provided by the applicant, and the failure to provide information or documents may be cause for refusing to further consider the applicant.

2.11 RETENTION OF RECORDS

All application and examination records shall become the property of the Board of Fire Commissioners and shall be retained as required by law.

2.12 NOTICE OF ACCEPTANCE

The Board of Fire Commissioners shall notify all applicants whose applications have been properly submitted and thereafter accepted by the Fire Commissioners, to present themselves for such further testing processing, which may include an orientation program, as may be determined by the Fire Commissioners. Notice shall include time, place, and equipment, if any, necessary.

CHAPTER III - EXAMINATIONS FOR ORIGINAL APPOINTMENTS

3.01 NOTICE OF EXAMINATION

Notice of examination for original appointments shall be given by the Board of Fire Commissioners by publication at least two (2) weeks preceding the examination in one or more newspapers published in the District or on the District's website, and shall include a statement of:

- (a) the deadline by which all applications will be received;
- (b) the time and place where such examinations will be held;
- (c) fees to be charged to cover examination costs (if applicable);
- (d) the general scope of the examination and the merit criteria for any subjective component set forth by the Board including notice of criteria necessary for any available preference points; and
- (e) the position(s) to be filled from the resulting certified eligibility lists.

The examinations may be postponed, however, by order of the Fire Commissioners. When an examination is postponed, the Fire Commissioners shall state the reason for such postponement and shall designate a new date for the examination. Applicants shall be notified of the postponement of any examination and the new date for examination. (70 ILCS 705/16.09)

3.02 TYPE OF EXAMINATION

A. Available Alternative Procedure for Original Appointments

The Board acknowledges the availability of an alternate procedure for the original appointment of firefighters utilizing a state-wide list of eligible candidates. However, at this time, the Board, pursuant to the authority under the Fire Protection District Act (70 ILCS 705/16.06 *et seq.*) and the Board of Fire and Police Commissioners Act (65 ILCS 5/10-2.1-6.3 *et seq.*) declines to participate in the selection of candidates from that list and elects to follow the procedure outlined in this Chapter.

Nothing in these Rules shall be interpreted to foreclose the decision by the Board at a future date to participate in the alternative procedure for original appointment of firefighters pursuant to the Fire Protection District Act, 70 ILCS 705/16.06c, or the Board of Fire and Police Commissioners Act, 65 ILCS 5/10-2.1-6.4. In the event such option is exercised, the Board will give appropriate notice of the option exercised and the procedures that will govern the original appointment of firefighters if the statewide option is invoked.

B. Original Appointment Testing by the Fire Commission

The examination and qualifying standards for employment of firefighters shall be based on: mental aptitude, physical ability, preferences, moral character, and health. The mental aptitude (written examination), physical ability, subjective component based on merit criteria as determined by the Board, and preference components shall determine the applicant's qualification for and placement on the final register of eligible candidates. No examination shall contain questions regarding the applicant's political or religious opinions or affiliations. (70 ILCS 705/16.06b(d))

3.03 ORDER AND WEIGHT OF EXAMINATION

The Board of Fire Commissioners shall determine the order, weight, and criteria for evaluating all elements of the testing process prior to administering each examination. All grades shall be based upon weighing of criteria defined by the Fire Commissioners. Such criteria shall be established before tests are administered

3.04 ORIENTATION

An orientation may be held for all applicants and, if held, shall be considered a mandatory part of the testing process. The Board of Fire Commissioners or its agents shall explain the testing process and provide information so that the applicants are oriented regarding the position for which they apply. Applicants will receive notice of the orientation session and must attend the session assigned unless prior arrangements are made with the Fire Chief or his designee to attend an alternate session. Failure to attend the session assigned or the prearranged alternate date will result in disqualification.

3.05 WRITTEN EXAMINATIONS

The written examination shall be given by the Board of Fire Commissioners or by an agent designated by the Fire Commissioners. Directions for taking the written examination will be given at the time of the examination. Candidates will be directed to leave all test materials in the examination room when leaving. Papers of persons failing or refusing to abide by directions shall be marked: "Rejected upon Order of the Board of Fire Commissioners." The grading of the written examination by the Commission and/or its designees or agents shall be final and conclusive and not subject to review by any other board, tribunal, or court of any kind or description. All candidates shall be ranked based on their scores on the written examination. This initial ranking may be used to determine eligibility to participate in subsequent portions of the examination process.

3.06 PHYSICAL ABILITY TESTING

Applicants are required to undergo an examination of their physical ability to perform the essential functions included in the duties they may be called upon to perform as a member of a fire department. The Board elects to utilize the Candidate Physical Ability Test (CPAT) with ladder certification for the purpose of testing physical fitness. Applicants must provide proof of a current and valid CPAT card and ladder certification with their completed job application and at time of conditional offer of employment. 70 ILCS 705/16.06b(f). Any costs associated with the CPAT and ladder certification will be at the expense of the applicants.

In the event any applicant who has been found eligible for appointment and whose name has been placed upon the final eligibility register has not been appointed to a firefighter position within one year after the date of his or her CPAT examination with ladder certification, the Board may require proof of subsequent CPAT with ladder certification prior to his or her appointment. If the applicant does not provide proof of subsequent CPAT with ladder certification, the applicant shall not be appointed. His or her name will be retained upon the register of eligible candidates and when next reached for certification and appointment that applicant may provide proof of subsequent CPAT with ladder certification. If at this time the candidate's again fails to provide proof of subsequent CPAT with ladder certification, the applicant shall not be appointed, and his or her name shall be removed from the Final Eligibility Register. 70 ILCS 705/16.06b(c).

3.07 PRELIMINARY ELIGIBILITY REGISTER

The Board may create a Preliminary Eligibility Register. A candidate is eligible to be placed on this Register based upon his or her passage of the written examination, by attaining a score that is at or above the median score for all applicants participating in the written test. The Board may

consider CPAT before or after the creation of the Preliminary Eligibility Register and any subjective components subsequent to the creation of the Preliminary Eligibility Register. The Board may exercise its option to utilize a Preliminary Eligibility Register until after all applications have been accepted.

3.08 SUBJECTIVE COMPONENT

- (a) The Board may conduct a subjective evaluation of candidates. The merit criteria for the subjective component shall be announced by the Board in the public notice of the exam. There shall be no minimum passing score for this component. Scores will be calculated objectively and used to rank candidates for placement on the Initial Eligibility Register. For the subjective component, the Board may examine or cause to be examined all or a portion of the candidates for positions in the District under its jurisdiction through an oral interview. Interviews shall be administered according to a structured pattern established by the Board and shall measure criteria which the Board shall designate prior to the interview.
- (b) Pursuant to these rules, the Board of Fire Commissioners or its agent shall make inquiry of the applicant to be such as will fairly test the capacity of the applicant to discharge the essential duties of the position to which the applicant seeks appointment. No examination shall contain questions regarding the applicant's political or religious opinions or affiliations.
- (c) All Commissioners shall participate in the oral examination except when one Commissioner is unavailable due to illness or when matters of an emergency nature preclude attendance. In no event shall less than two Commissioners conduct the oral examination. Each Commissioner will then grade the applicant on a point basis, 100 points being the maximum possible score. Applicant's final grade will be the average of the Commissioners' grades. (70 ILCS 705/16.06)

3.09 INITIAL ELIGIBILITY LIST

Following proof of passage of the physical ability test and any necessary recalculation of total scores after all subjective components have been administered and scored, the Board will prepare an "Initial Eligibility Register." The examination components for an Initial Eligibility Register shall be graded on a 100-point scale. The candidates will be listed in order of excellence based on their score without the application of any available preference points. When more than one (1) applicant receives the same number of points, placement on the Initial Eligibility List shall be assigned by lottery. No more than 60 days after the written examination and subjective evaluation, the Board shall post a dated copy of the Initial Eligibility List.

3.10 FINAL ELIGIBILITY LIST

A. Generally

In order to qualify for placement on the Final Eligibility Register, an applicant's score on the written examination, before any applicable preference points or subjective points are applied, must be at or above the median score of the written examination. 70 ILCS 705/16.06b(g). Final scores shall be carried to the sixth (6th) decimal place if necessary to break a tie score. Where more than one applicant receives the same number of points to the sixth (6th) decimal place, placement on the Final Eligibility Register shall be assigned randomly with the Chairman of the Board blindly selecting a name or names from a hat. All affected applicants shall be invited to attend the lottery.. (70 ILCS 705/16.07 and 16.08; 65 ILCS 5/10-2.1-8 and 10-2.1-9) The Final Eligibility Register shall remain valid for two (2) years after which it will expire, and the Board will strike off all remaining names. (70 ILCS 705/16.06b(h); 65 ILCS 5/10-2.1-9)

B. Preference Points

Candidates shall receive information regarding preference points with the District's application form. The Board must provide for no fewer than 10 nor more than 30 preference points for applicants to apply for each test. The Board reserves the right to establish the amount of preference points to be awarded for every category except preference points for veteran status. The Board will state any available preference points in the remaining categories at the time notice of the examination is posted (see **Appendix A, Form 3**). If eligible for preference points, candidates shall make a claim in writing using the form included with the District's application form (see **Appendix A, Form 4**), with proof thereof within ten (10) days after the date of the Initial Eligibility Register or such claim shall be deemed waived. The Board will prepare a "Final Eligibility Register" which shall include approved preference points.

The Commission shall assign preference points as follows:

1. Veteran's Preference Points

Applicants who served in the United States military actively for at least one (1) year and who were honorably discharged or are now on inactive or reserve duty shall receive five (5) points. Proof of such service must include a copy of Military Form DD-214 (long form) as proof of active service, evidence of the honorable discharge, and a sworn affidavit by the applicant (see **Appendix A, Form 5**).

2. Fire Cadet Preference Points

Applicants who have successfully completed 2 years of study in fire techniques or cadet training within a cadet program established under the rule of the Joint Labor and Management Committee may receive from zero (0) to five (5) preference points, at the Board's discretion.

3. Educational Preference Points

Any applicant who has successfully obtained an associate's degree in the field of fire service or emergency medical services, or a bachelor's degree from an accredited college or university may receive from zero (0) to five (5) preference, at the Board's discretion. The Board reserves the right to award a greater number of preference points for job-related degrees than for non-job-related degrees.

4. Paramedic Preference Points

Applicants who have obtained certification as an Emergency Medical Technician-Paramedic (EMT-P) may receive from zero (0) to five (5) preference points, at the Board's discretion.

5. Experience Preference Points

All applicants employed by the District who have been paid-on-call or part-time certified Firefighter II, certified Firefighter III, State of Illinois or nationally licensed EMT-B or EMT-I, licensed paramedic, or any combination of those capacities may be awarded preference points for their experience.

Applicants from outside the District who were employed as full-time firefighters or firefighter-paramedics by a fire protection district or municipality for at least 2

years may be awarded up to the maximum available preference points for this category at the Board's discretion. No experience preference points will be awarded under this section to applicants for service with a private employer who had a contract for fire or ambulance service with a fire protection district or municipality. The Board shall prorate the awarding of the points based on partial years of experience under this section.

Proof of such service must include submission of copies of applicable certificates and a sworn affidavit by the applicant (see **Appendix A, Form 4**). Note that proof of POC or full-time service may be verified by the District. Applicants may be awarded up to one half (1/2) point for each complete year of paid-on-call or part-time service, up to a total of zero (0) to five (5) preference points, at the Board's discretion.

A candidate may not receive the full amount of experience preference points under this subsection if the amount of points awarded would place the candidate before a veteran on the eligibility list. If more than one candidate receiving experience preference points is prevented from receiving all of their points due to not being allowed to pass a veteran, the candidates shall be placed on the list below the veteran in rank order based on the totals received if all points under this subsection were to be awarded. Any remaining ties on the list shall be determined by lot. (**Appendix A, Forms 4 and 5**)

6. **Residency Preference Points**

The Board, at its discretion, may award from zero (0) to five (5) preference points to applicants whose principal residence is located within the District's jurisdiction.

7. **Additional Preference Points**

The Board reserves the right to award up to an additional five (5) preference points for unique categories based on an applicant's experience or background as identified by the Board and announced with the notice of the examination

C. **Expiration of List**

Nothing contained in the Rules under this Chapter shall be deemed to prevent the Board from initiating examinations for original appointments when a current Register has not expired. Any individual on the incumbent Register may elect to re-enter the examination process, provided, however, that said applicant's score from their previous exam will expire at the end of a two year period and that the score from the more recent examination will remain in effect for a two year period following the taking of the most recent examination. Any person on the original Register not participating in the subsequent examination shall have their name stricken from the eligibility Register on the two year anniversary date of their placement on the eligibility Register. (70 ILCS 705/16.07, 16.08 and 16.10; 65 ILCS 5/10-2.1-8 and 10-2.1-9)

3.11 **ADDITIONAL TESTING**

After creation of the final eligibility register and before it expires, the Commission has the authority to conduct additional examinations, including without limitation an oral examination and polygraph test. Scoring requirements of these additional examinations shall be prescribed by the Board prior to conducting these examinations; however, no minimum passing score shall be established. Any oral examination shall be administered according to a structured pattern established by the Board.

3.12 RELEASE OF INFORMATION

Information regarding specific elements of the testing process for any applicant shall be deemed to be confidential and shall not be released to a third party not serving as an agent of the Fire Commissioners in the examination process without written approval of the applicant.

3.13 DISQUALIFICATION

The Board of Fire Commissioners may refuse to examine an applicant, or after examination, may refuse to certify a candidate as eligible, or may refuse to appoint an eligible:

- (a) who fails to fully complete the application or fails to comply with the requirements of the application or examination process in any respect;
- (b) who is found lacking in any of the established bona fide occupational requirements of the position for which the candidate applies;
- (c) who is physically unable to perform the essential duties of the position to which the candidate seeks appointment with or without reasonable accommodation;
- (d) who uses intoxicating substances to the extent that performance may be diminished on the job, or who currently uses any nonprescription controlled substances or narcotics;
- (e) who tests positive for drugs or other illegal, non-prescription narcotics identified in the District's Drug and Alcohol Policy;
- (f) who has been convicted of any felony or a misdemeanor involving moral turpitude pursuant to Section 10-2.1-6 of the Illinois Municipal Code (65 ILCS 5/10-2.1-6);
- (g) who has attempted to practice any deception or fraud in completing the application or examination process;
- (h) whose character and employment references are unsatisfactory;
- (i) who has been dismissed from any public service for good cause; or
- (j) for any lawful reason, including any other reason set forth in Section 10-2.1-6 of the Illinois Municipal Code (65 ILCS 5/10-2.1-6);
- (k) who fails to pass any of the required examinations.

3.14 NOTIFICATION OF CANDIDATES

Each candidate completing the testing process will be notified within a reasonable time as to his/her ranking. In the event that the candidate achieves a numerical score that would place him or her in the "not qualified" category, that person shall receive notice stating that he/she has failed to achieve an aggregate passing score and will not be placed on the eligibility list.

3.15 CHANGE OF ADDRESS

It shall be the duty of each applicant for appointment to inform the Board of Fire Commissioners in writing of any change of address or telephone number. Failure to properly notify the Fire Commissioners may be considered sufficient grounds to strike the name of the applicant from the Final Eligibility Register.

3.16 TEMPORARY APPOINTMENTS

The Board of Fire Commissioners may make temporary appointments of members for entry level or promotional positions until regular appointments may be made under these Rules. The Fire Commissioners shall exercise such authority only when the Trustees have entered appropriate findings of the need to prevent a stoppage of public business, to meet extraordinary exigencies, or to prevent material impairment of the District. A temporary entry level appointment shall not exceed a period of sixty (60) days. No person shall receive temporary appointment to the same position more than twice in any calendar year. Temporary promotions shall not exceed 180 days. (50 ILCS 742/5); (70 ILCS 705/16.12)

CHAPTER IV - - ELIGIBILITY LIST, SCREENING, AND DISQUALIFICATION

4.01 FILLING OF VACANCIES

After authorization to hire is given by the Board of Trustees to the Board of the Fire Commissioners, all original conditional offers of employment shall be made from the Final Eligibility Register, provided the candidates have satisfied all requirements established by the Fire Commissioners. The Board shall appoint the person with the highest ranking on the Final Eligibility Register; however, if the Board has reason to conclude that the highest ranked person fails to meet the minimum standards for the position or if the Board believes an alternative candidate would better serve the needs of the department, then the Board has the right to pass over the highest ranked individual. In this event, the Board may appoint either (i) any person ranking in the top five percent (5%) of the final eligibility roster, or (ii) any person who is among the top five (5) highest ranked persons on the Final Eligibility Register if the number of people ranking in the top five percent (5%) is less than five (5) individuals. 70 ILCS 705/16.06b(b).

4.02 ACCEPTANCE OF APPOINTMENT; WAIVER

An eligible candidate who has received a conditional offer of employment shall notify the Board of Fire Commissioners of his or her intent to accept the conditional offer within five (5) business days of receipt of the offer. A candidate who has been certified by the Fire Commissioners to fill a vacancy who fails to accept said appointment shall be stricken from the list if said offer is not unconditionally accepted within five (5) business days of receiving a conditional offer of appointment.

An eligible candidate may request the Board for a waiver of appointment within five (5) business days of receiving a conditional offer without loss of place on the eligibility list. If the request is refused, the candidate may withdraw the waiver or his name shall be removed from the eligibility list. A candidate may only request a waiver on one occasion, and the candidate will be removed from the list upon a second offer for initial employment.

4.03 BACKGROUND INVESTIGATION

Prior to appointment, the Board of Fire Commissioners shall also require that an in-depth background investigation be completed for all positions in the District for which it has jurisdiction. Such investigation shall examine the candidate's work record, criminal conviction history, educational experience and other factors of background and life experience which shall be reasonably related to the requirements of the position. This portion of the application process will be graded on a pass/fail basis. A candidate who fails the background investigation shall be stricken from the final eligibility list. (65 ILCS 5/10-2.1-6.2; 20 ILCS 2605/2605-330)

4.04 MEDICAL AND OTHER POST-OFFER EXAMINATIONS

An eligible candidate who has received a conditional offer of employment, shall submit to basic medical examinations by physicians selected by the District (which may include comprehensive drug evaluations) which shall be paid for by the District. Candidates may also be required to submit to a psychological and polygraph examination. The extent and scope of the examinations shall be determined by the Board of Fire Commissioners, and shall be graded on a pass/fail basis. The Board shall pay for the basic required medical examination; however, if additional medical evaluations, testing or treatment are required in order to determine the candidate's fitness for duty, the candidate shall be responsible for obtaining and paying for the additional medical evaluation, testing or treatment. (70 ILCS 705/16.06)

4.05 FINGERPRINTS

At the time an eligible candidate receives a conditional offer of employment, he or she shall be required to be fingerprinted as directed by the District. (65 ILCS 5/10-2.1-6.1; 20 ILCS 2605/2605-330)

4.06 INITIAL EMPLOYMENT AGREEMENT

At the time a candidate accepts a conditional offer of employment, he or she shall execute an initial employment agreement.

4.07 FAILURE TO PASS OR COMPLETE REQUIRED EXAMINATIONS

A candidate's failure or refusal to take or pass any required examination shall eliminate a candidate's name from any further consideration for the appointments in connection with which the examinations are taken. The results of such tests shall remain in effect and be binding upon the applicant and the Board of Fire Commissioners for the purposes hereof for a period of six (6) months from the date thereof.

Any candidate for initial appointment shall, upon request of the Board of Fire Commissioners, complete all of the required pre-appointment procedures within the time established by the Commissioners. The failure of any candidate to take or complete any phase of the procedures, without good cause, shall constitute sufficient ground for the Commissioners to eliminate him or her from further consideration for initial appointment.

4.08 DISQUALIFICATION FROM FURTHER CONSIDERATION

If a candidate fails to satisfactorily pass a pre-appointment medical and/or physical examination, or if the candidate's pre-appointment background examination discloses matters which cause the Commissioners to be of the opinion that the best interests of the citizens of the District would not be served by appointment of the candidate, he or she shall be determined, by the Commissioners, disqualified from further consideration for appointment.

4.09 OATH OF OFFICE

Before entering upon his or her duties, any person about to become a member of the District shall take the oath or affirmation of office, to be administered by the Trustees, as prescribed in Section 3 of Article XIII of the Illinois Constitution before any person authorized to administer oaths in the State of Illinois.

CHAPTER V -- PROBATION FOR NEW HIRE APPOINTEES

5.01 PROBATION PERIOD

Appointees to entry level positions in the District under the authority of the Board of Fire Commissioners shall be on probation for one (1) year from the date of employment. Upon satisfactory completion of the probationary period, the appointment shall become permanent upon written notification from the Fire Commissioners. The probation period shall exclude periods of training, or injury or illness leaves, including duty related leave of more than 30 days in length. If an absence greater than thirty (30) days is granted by the District during a firefighter's probationary period, the probationary period shall automatically be extended by the length of the absence. The employee shall be notified of the extension of the probationary period. The probationary period may further be extended for firefighters who are required as a condition of employment to become a certified paramedic who fail to become a paramedic in the first year of employment. An employee serving an extended probationary period due to the need to obtain a paramedic certification may only be discharged during the extended period without a hearing for failure to obtain the paramedic certification. (65 ILCS 5/10-2.1-4; 70 ILCS 705/16.13b)

5.02 DISCHARGE OF A FIREFIGHTER DURING PROBATION PERIOD

The Board of Trustees has the sole authority to terminate a probationary firefighter during the first twelve (12) months of employment. Any firefighter/paramedic with a greater than twelve (12) month probationary period may be terminated by the Board of Fire Commissioners after twelve (12) months of employment as provided by these Rules. A probationary firefighter and/or paramedic is an employee-at-will and may be suspended or terminated whenever the Board of Trustees determines that the employee's performance or conduct is unsatisfactory for any or no reason. An employee serving an extended probationary period due to the need to obtain a paramedic certification may only be discharged during the extended period without a hearing for failure to obtain the paramedic certification. The Board of Trustees shall notify the Fire Commissioners of any such action. (65 ILCS 5/10-2.1-4; 70 ILCS 705/16.13b)

CHAPTER VI – PROMOTIONS

6.01 RANK CLASSIFICATION

The District's order of ranks in the chain of command shall be as determined by the Board of Trustees. The Board of Fire Commissioners shall confer with the Trustees and their designees for the purpose of establishing and maintaining standards of examinations and promotions based upon such information as job descriptions and departmental regulations. The determination of whether a position is a rank classification rests solely with the Board of Trustees.

6.02 PROMOTIONAL LISTS

Promotional lists of qualified eligible persons shall be established as needed for the non-exempt ranks designated by the Board of Trustees.

6.03 METHOD OF PROMOTION

All promotions to ranks in the District under the jurisdiction of the Board of Fire Commissioners may be made on the basis of ascertained merit, efficiency rating, Commissioners oral interview, subjective evaluation, seniority points, and written examination in full compliance with the Fire Department Promotion Act (50 ILCS 742/1 *et seq.*), any applicable collective bargaining agreement, as well as other applicable laws. All vacancies shall be filled by promotion. Applications for officer positions shall be completed and submitted to the District prior to the deadline set by the Board of Fire Commissioners.

All examinations for promotions, where practicable, shall be competitive among the members of the next lower rank who meet any eligibility requirements set forth for the promoted position. If the Board of Fire Commissioners finds that a sufficient number of suitable candidates do not apply from the next lower rank, the Fire Commissioners shall extend the examination successively through all the orders of rank in the District in an endeavor to qualify suitable candidates. If a sufficient number of suitable candidates are not available through all orders of rank, the Commissioners shall extend the examination to the general public.

All promotions shall be awarded to the person with the highest ranking on the final adjusted promotion list for that rank, unless the Fire Commissioners has reason to conclude that the highest ranked person has demonstrated substantial shortcomings in work performance or has engaged in misconduct affecting the person's ability to perform the duties of the promoted rank since the posting of the final promotion list. Any candidate may refuse a promotion once without losing his or her position on the final adjusted promotion list. Any candidate who refuses promotion a second time shall be removed from the final adjusted promotion list, provided that such action shall not prejudice a person's opportunities to participate in future promotion examinations.

If there is no final adjusted promotion list in effect for the rank on the date a vacancy occurs, or if all persons on the final adjusted promotion list refuse the promotion, the Board of Fire Commissioners shall not make a permanent promotion until a new final adjusted promotional list has been prepared. In such cases, a successor list shall be prepared and distributed within 180 days after a vacancy. Temporary promotions may be made for up to 180 days in the absence of a promotional list. (50 ILCS 742/15 and 20; 70 ILCS 705/16.11)

6.04 CRITERIA FOR DETERMINING PROMOTIONS

The Board of Fire Commissioners shall identify the criteria to be used in the evaluation of all candidates prior to administering each promotional examination. Eligibility requirements to participate in the promotional process shall be established and shall be published by posting on station bulletin boards at least one year in advance of the date of the beginning of the promotional

exam process . All promotional candidates shall be allowed to participate in all components of the testing process irrespective of their score on any one component. Each component of the testing process shall be based on a 100-point scale, and following the application of the weighting process, the total score shall also be based on a 100-point scale. (50 ILCS 742/20 and 30)

6.05 MINIMUM QUALIFICATIONS FOR CAPTAIN

Not less than three (3) years experience as a full-time Lieutenant with the Palos Fire Protection District.

Certified as a Firefighter III.

Certified as a Fire Officer II, or an Associate's Degree in Fire Science or Public Administration within two years of appointment.

Certified as a Paramedic in the State of Illinois.

6.06 MINIMUM QUALIFICATIONS FOR LIEUTENANT

Not less than three (3) years experience as a full-time Firefighter with the Palos Fire Protection District.

Certified as a Firefighter III.

Certified as a Fire Officer I, or an Associate's Degree in Fire Science or Public Administration within two years of appointment.

Certified as a Paramedic in the State of Illinois.

6.07 EXAMINATION PROCESS

The exact examination process and testing procedures used shall be determined by the Board of Fire Commissioners prior to advertising for the examination and shall be disseminated to all participants. In all cases, the compilation and posting of a seniority list shall take place first and shall be calculated as of the date of the written examination, followed by the ascertained merit and subjective evaluation portions of the examination process. The written examination shall in all cases be administered and graded last. Monitoring of the portions of the promotional examination that are amenable to monitoring may take place in accordance with Section 25 of the Fire Department Promotion Act.

- a) All aspects of the promotion process, including without limitation the administration, scoring, and posting of scores for the written examination and subjective evaluation and the determination and posting of seniority and ascertained merit scores, shall be subject to monitoring and review in accordance with
- (b) Two impartial persons who are not members of the affected department may be selected to act as observers by the exclusive bargaining agent. The appointing authorities may also select 2 additional impartial observers.
- (c) The observers monitoring the promotion process are authorized to be present and observe when any component of the test is administered or scored. Except as otherwise agreed to in a collective bargaining agreement, observers may not interfere with the promotion process, but shall promptly report any observed or suspected violation of the requirements of this Act or an applicable collective bargaining agreement to the appointing authority and all other affected parties.
- (d) The provisions of this Section do not apply to the extent that they are inconsistent with provisions otherwise agreed to in a collective bargaining agreement.
- (e) A promotion test may include subjective evaluation components. Subjective evaluations may include an oral interview, tactical evaluation, performance evaluation, or other component based on subjective evaluation of the examinee. The methods used for subjective evaluations may include using any employee assessment centers, evaluation systems, chief's points, or other methods. (f) Any subjective component shall be identified to all candidates prior to its application, be job-related, and be applied uniformly to all candidates. Every examinee shall have the right to documentation of his or her score on the

subjective component upon the completion of the subjective examination component or its application.

- (f) Where chief's points or other subjective methods are employed that are not amenable to monitoring, monitors shall not be required, but any disputes as to the results of such methods shall be subject to resolution in accordance with any collectively bargained grievance procedure in effect at the time of the test.
- (g) Where performance evaluations are used as a basis for promotions, they shall be given annually and made readily available to each candidate for review and they shall include any disagreement or documentation the employee provides to refute or contest the evaluation. These annual evaluations are not subject to grievance procedures, unless used for points in the promotion process.
- (h) Total points awarded for subjective components shall be posted before the written examination is administered and before the promotion list is compiled. (50 ILCS 742/15, 25, 30, 35, and 40)

6.08 NOTICE OF PROMOTIONAL EXAMINATIONS

Written notice of the time, date and location of every promotional examination shall be posted by the Commissioners on the District's bulletin board at Stations 1 and 2 for a minimum of thirty (30) days prior to any promotional examination. The Board of Fire Commissioners shall also give notice of every promotional examination by publication at least two (2) weeks preceding the examination, in one or more newspapers published in the District. However, all members of the District for which the promotional examination is to be given may waive notice by publication in writing. The notice of examination shall include a statement of:

- (a) the deadline by which all applications will be received;
- (b) the time and place where such examinations will be held;
- (c) the position to be filled from any resulting eligibility list;
- (d) the applicable minimum aggregate passing score, if any;
- (e) a list of recommended reference materials and their availability; and
- (f) a list of the documents that must be submitted prior to examination.

Reading and study materials for current written examinations and the reading list for the last two (2) written examinations for each rank shall be made available and accessible at each fire station at least ninety (90) days prior to the written examination. (50 ILCS 742/15 and 35; 70 ILCS 705/16.09; and 65 ILCS 5/10-2.1-13)

6.09 PROMOTIONAL LIST

After completion of the promotional testing process, the Board of Fire Commissioners will prepare a preliminary promotion list. Any candidate who fails to complete any component of the testing process shall not appear on the final eligibility list. Applicants who are eligible for and elect to use their military preference credit must make a claim for such credit in writing to the Board of Fire Commissioners within ten (10) days after the posting of the preliminary promotion list or such claims shall be deemed waived.

The Fire Commissioners shall award veteran's preference points to those eligible veterans timely claiming the credit in accordance with Section 16.08a of the Fire Protection District Act; and Sections 10-2.1-10, 10-2.1-11 and 10-2.2-12 of the Illinois Municipal Code. Applicants who served in the United States military actively for at least one (1) year and who were honorably discharged or are now on inactive or reserve duty shall receive 7/10 of one (1) point for each six (6) months or fraction thereof of military or naval service not exceeding thirty (30) months, or more than 3.5 points. No person shall receive preference for a promotional appointment after receiving one promotion from an eligibility list on which he or she was allowed military preference points.

Once all claimed preference points have been awarded, the Board of Fire Commissioners shall certify a final adjusted promotion list. Final scores shall be carried to the sixth (6th) decimal place if necessary to break a tie score. Where more than one applicant receives the same number of points to the sixth (6th) decimal place, placement on the promotional list shall be assigned according to the length of seniority in the employees' current rank. The final adjusted promotion list shall expire on a date set by the Fire Commissioners at least two (2) but not more than three (3) years from the date of its creation. Any names remaining on the list shall be stricken from the list upon its expiration. (50 ILCS 742/20; 70 ILCS 705/16.08a; 65 ILCS 5/10-2.1-10, 10-2.1-11 and 10-2.1-12)

6.10 RIGHT TO REVIEW

Any person or party who believes that an error has been made with respect to eligibility to take an examination, examination result, placement or position on a promotional list, or veteran's preference, shall be entitled to a review of the matter by the Board of Fire Commissioners. The person or party seeking a review has ten (10) days following the posting of the final promotional list to request the right to review, and untimely requests are deemed waived. The Fire Commissioners will conduct the review at its next regularly scheduled meeting and issue a final opinion on the matter within seven (7) days thereafter. (50 ILCS 742/60)

6.11 VOLUNTARY REASSIGNMENT

Any officer may petition the Fire Chief for reassignment to a lower rank. Upon approval of the Fire Chief, the officer will be reassigned to the lower rank, and simultaneously therewith the Board of Fire Commissioners will promote another employee to the position held by the officer requesting reassignment as long as the Trustees determine the position is open.

6.12 REMOVAL OR DEMOTION

The Fire Chief may file charges seeking the removal or demotion of an officer to a lower rank. A hearing on the charges will be held in accordance with the procedures set forth in these Rules for suspension, removal, and dismissal hearings.

CHAPTER VII -- ORDER OF RANK AND OATH OF OFFICE

7.01 ORDER OF RANK

The order of rank of the District shall be as provided by District ordinance.

7.02 OATH OF OFFICE

Before entering duty, any appointee or promotee of the District shall take the following oath before the Commissioners or Trustees:

"I _____, do solemnly swear or affirm that I will support the Constitution and Laws of the United States, the Constitution and Laws of the State of Illinois, and the ordinances, rules and regulations of the Palos Fire Protection District 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 _____, _____.

CHAPTER VIII -- STANDARDS OF CONDUCT

8.01 RULES

Personnel of the District shall be governed by departmental policies, procedures, practices, rules, and regulations. Any violation of District policies, procedures, practices, rules, and regulations or of the laws of any local, State, or Federal government by any member of the District may be cause for the filing of charges against said member.

CHAPTER IX -- REMOVAL, DISCHARGE AND SUSPENSION

9.01 PREHEARING PROCEDURES

(a) Computation of Time

The time within which any act under this chapter of these Rules is to be done shall be computed only on the business days, Monday through Friday, excluding holidays recognized by the District, except as otherwise specifically provided below. When a deadline falls on or an act is required to be done on a Saturday, Sunday or legal holiday, that deadline or act shall be required to be done on the next business day following that Saturday, Sunday or legal holiday.

(b) Filing of Complaints

Complaints subject to the jurisdiction of the Board of Fire Commissioners shall be filed with the Board of Fire Commissioners setting forth a plain and concise statement of the facts upon which the charge of misconduct is based.

(c) Notification of Hearing

Upon the filing of a complaint with the Secretary of the Board or designee, the Secretary shall notify both the complainant and respondent either by registered or certified mail, return receipt requested or personally, of the time and the place of the hearing and the charges contained in the complaint. The respondent shall also be served with a copy of the complaint.

(d) Stipulations

Parties may on their own behalf or by counsel stipulate and agree in writing or on the record to evidentiary facts. Facts so stipulated shall be considered as evidence in the proceeding.

(e) Objections to Sufficiency of Charges

Motions or objections to the sufficiency of written charges are proper at any time prior to commencement of the evidentiary portion of a hearing before the Board of Fire Commissioners.

(f) Subpoenas

Either the complainant or the respondent may at any time before a hearing make application for subpoenas by filing with the Board of Fire Commissioners a written request identifying the individual to appear or the books, papers, records, accounts and other documents to be produced. On the filing of such applications, subpoenas will be issued. Subpoenas may be served by any person of the age of twenty-one (21) years or older. Subpoenas will not be issued for anyone residing outside of the State of Illinois. Any requests for continuance by reason of inability to serve subpoenas shall be filed in the Office of the Board of Fire Commissioners at least three (3) business days before the date set for such hearing; provided, however, that the Fire Commissioners in its discretion may waive this rule.

(g) Service

All papers required to be served shall be delivered personally to the party

designated, or mailed by certified United States mail, return receipt requested, in an envelope properly addressed with the postage prepaid to the designated party at his/her last known residence as reflected by documents filed with the Board of Fire Commissioners, except as herein otherwise provided. Proof of service of any document may be made by the certification of any person 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 the party's address where it was received by a named party. Service by personal delivery shall be effective upon delivery. Service by certified mail shall be effective upon mailing, provided that it shall be mailed at least five (5) business days prior to the date upon which service is required to be given.

(h) Filing

All documents may be filed with the Board of Fire Commissioners by mailing them or delivering them to the Office of the Secretary of the Board of Fire Commissioners at 8815 West 123rd Street, Palos Park, Illinois 60464. For the purpose of these Rules, the filing date of any document shall be the date of the business day (excluding weekends and holidays) it was received in the Board of Fire Commissioners' office whether the document is delivered personally or by messenger or by mail. Items received after 4:30 p.m. on Friday and before 8:30 a.m. on Monday shall be deemed "filed" on Monday, provided that Monday is not a holiday. If Monday is a holiday, the item shall be deemed "filed" on the next business day.

(i) Forms of Paper

All documents filed in any proceeding shall be typewritten or printed and shall be on one side of 8 1/2" x 11" paper only. The document shall be double-spaced except that long quotations may be single-spaced and indented. The original of all documents filed shall be signed in ink by the party filing the document or by an officer, agent or attorney thereof. If documents are filed by an attorney, his/her name, address and telephone number shall appear thereon.

j) Date of Hearing

Time for the hearing of charges shall be set by the Board of Fire Commissioners within thirty (30) days from the time of the filing of such charges. Continuances may be granted from time to time upon motion of any party to the proceeding by the order of the Fire Commissioners. The granting of or refusing to grant a continuance of a hearing is within the discretion of the Board of Fire Commissioners.

9.02 HEARING OF CHARGES

- (a) Hearings before the Board of Fire Commissioners are quasi-judicial proceedings. The provisions of the Illinois Code of Civil Procedure shall not be binding on the Board of Fire Commissioners, but may be referred to in guiding the Fire Commissioners in its proceedings. The Fire Commissioners shall determine any additional rules for conducting the hearing.
- (b) "Counsel" as used herein means one who has been admitted to the bar as an attorney at law in the State of Illinois.
- (c) No rehearing, reconsideration, modification, vacation, or alteration of a decision will be allowed, except upon a written request filed within five (5) business days of the Board of Fire Commissioners' decision. While any request for rehearing,

reconsideration, modification, vacation, or alteration is pending, the time period for review under the Administrative Review Act shall not be tolled. (75 ILCS 5/3-101 *et seq.*)

- (d) In any hearing, including a hearing requested by any employee, the burden shall be upon the Trustees or the Fire Chief to prove the charges by the preponderance of the evidence.
- (e) All hearings shall be conducted in accordance with the Open Meetings Act. (5 ILCS 120/1 *et seq.*)
- (f) At the time and place of hearing, parties may be represented by counsel if they so desire.
- (g) All proceedings before the Board of Fire Commissioners during the conduct of a hearing shall be recorded by a court reporter to be employed by the Fire Commissioners.
- (h) The records of all hearings will not be transcribed by the reporter unless requested by the Board of Fire Commissioners or any party of interest. When a party of interest requests that a transcribed record be kept, the party of interest shall pay for the cost of transcription and record preparation.
- (i) All witnesses shall be sworn in by a member of the Board of Fire Commissioners or the court reporter prior to testifying. All matters will be decided by the Fire Commissioners upon evidence presented at the hearings.
- (j) The Board of Fire Commissioners will first hear the witnesses substantiating the charges which have been made against the respondent. Thereafter the respondent may present and examine those witnesses whom he/she desires the Fire Commissioners to hear. All parties shall have the right to cross-examine witnesses presented by the opposite party. Both parties shall have the right of rebuttal.
- (k) The Board of Fire Commissioners' attorney shall serve as counsel to the Board of Fire Commissioners.
- (l) All hearings may be bifurcated, and if so, the initial hearing shall be over the alleged misconduct and if the misconduct is upheld, a second hearing shall be conducted on the penalty assigned.

9.07 SUSPENSION PENDING HEARING

The Board of Fire Commissioners may suspend any member of the District against whom charges have been proffered for up to thirty (30) days without pay, pending a hearing of the charges by the Fire Commissioners and until the conclusion of such proceedings. Such suspension may be considered a part of the disciplinary action if the employee is found guilty.

If the Board of Fire Commissioners is contemplating the suspension of a member pending a full hearing on the charges, the Fire Commissioners shall hold an informal pre-suspension meeting with the employee to allow the employee a chance to respond orally to the charges and the proposed suspension pending the hearing on the charges and the proposed suspension pending the hearing on the charges. The employee shall receive written notice of the meeting by personal service or certified mail, return receipt requested, and shall be afforded protections under the Firemen's Disciplinary Act, where applicable. (50 ILCS 745/1 *et seq.*)

9.08 SUSPENSION BY THE FIRE CHIEF

- (a) The Fire Chief shall have the right to suspend any member under his/her command without pay for a period not to exceed five (5) consecutive days for any one offense, providing no charges regarding the same offense(s) have been filed and are pending before the Board of Fire Commissioners. The Chief shall promptly notify the Fire Commissioners in writing of the suspension.
- (b) Any firefighter so suspended shall be entitled to appeal the suspension by requesting in writing a hearing before the Board of Fire Commissioners within five (5) days after notification of the suspension. The request for an appeal hearing must be filed with the secretary of the Board of Fire Commissioners. A hearing shall be granted upon such request and due notice shall be given to the Fire Chief and to the employee in the same manner as if charges were originally filed before the Board of Fire Commissioners.
- (c) Upon conclusion of the suspension appeal hearing, the Board of Fire Commissioners may sustain the action of the Fire Chief, may reduce the suspension, or reverse the suspension with instructions that the officer or member suspended receive pay and benefits withheld for the period involved, or may suspend the employee for an additional period of up to thirty (30) days, demote the member to a lower rank and/or discharge the member or officer, as it deems appropriate.

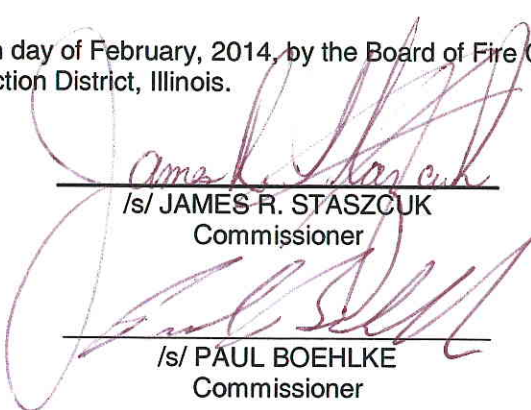
9.09 FINDINGS AND DECISION

The findings and decision of the Board of Fire Commissioners following a hearing of charges shall be recorded by the Secretary and notice of said findings and decision sent to the member involved and the Trustees for enforcement. A member may be discharged, removed from a higher rank, or suspended without pay for a period not exceeding thirty (30) days.

The Board of Fire Commissioners shall inform the Board of Trustees of any decision discharging a member from employment or removing a member from a higher rank and demoting to a lower rank and the reasons for their decision. Any discharge or removal decision shall not become effective until confirmed by a majority vote of the Board of Trustees.

Notice of the Trustees' confirmation vote shall be provided to the respondent, complainant, and the Board of Fire Commissioners. Notice of the confirmation vote shall be the final administrative decision for purposes of administrative review for demotions or discharges. All other findings and decisions of the Board of Fire Commissioners involving disciplinary sanctions less than demotion or discharge shall be final administrative decisions and are not subject to the Board of Trustees' confirmation.

Adopted the 13th day of February, 2014, by the Board of Fire Commissioners of the
Palos Fire Protection District, Illinois.



/s/ JAMES R. STASZUK
Commissioner

/s/ PAUL BOEHLKE
Commissioner

/s/ vacant position at date of change
Commissioner

Palos Fire Protection District Board of Fire Commissioners

Rules and Regulations Manual Acknowledgement Form

I, _____ do hereby acknowledge that I have been provided with a copy of the Palos Fire Protection District Board of Fire Commissioners' *Rules and Regulations Manual*, approved by the Board of Fire Commissioners on February 13th, 2014. I understand that it is my responsibility to read and understand this manual, and I may ask appropriate questions to clarify any portions that are not fully understood.

I also understand that these *Rules and Regulations* address issues specific to sworn full-time employment with Palos Fire Protection District.

I hereby acknowledge the receipt of the Palos Fire Protection District Board of Fire Commissioners' *Rules and Regulations Manual*, its current contents, and understand that it shall be my responsibility to update this manual whenever approved changes are issued. I also acknowledge that I am responsible to return this manual when I leave the employ of Palos Fire Protection District.

Employee Signature

Date

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FORM 1

PALOS FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
BUDGET REQUEST

(Date)

President _____
Board of Trustees
Palos Fire Protection District
[address]

Re: Annual Budget Request of the Board of Fire Commissioners

Request is hereby made that the following proposed operating budget be appropriated by the Board of Trustees in the Annual Budget and Appropriation Ordinance to be passed for the current year on behalf of the Board of Fire Commissioners of the Palos Fire Protection District.

Board of Fire Commissioners
Proposed Budget

General & Administrative
Advertising
Other Testing Procedures (Physical Fitness, Background, Oral Exams)
Written Exams
Psychological Exams
Legal Fees
Conference & Travel
Dues & Fees
Contingencies and Other Matters
Salary
 Fire Commission (Secretary)
 Fire Commissioners

Respectfully submitted,

Board of Fire Commissioners
Palos Fire Protection District

Chairperson: _____

Secretary: _____

Member: _____



FORM 2

PALOS FIRE PROTECTION DISTRICT

Palos Park, Illinois

Firefighter / Paramedic Applicant Personal Data Questionnaire

1. Name _____
Last First MI
2. List any other names you may have used or been known by (include maiden name)

3. Address _____
Number & Street City State Zip Code
4. Telephone Number (____) _____ 5. Business Phone # (____) _____
6. Driver's License # _____ 7. Social Security # _____
(attach copy of license with application)
6. Date of Birth ____ - ____ - ____ 9. U.S. Citizen? Yes ____ No ____
(attach copy of birth certificate with application)

E-mail address: _____

List all former addresses for the past ten years in chronological order

7. _____
Number & Street City State Zip Code
8. _____
Number & Street City State Zip Code
9. _____
Number & Street City State Zip Code
10. _____
Number & Street City State Zip Code
11. _____
Number & Street City State Zip Code
12. Circle highest grade completed
GED Certificate High School College 1 2 3 4 Graduate School M.A. Phd. Other
13. High School _____
14. College/University _____
15. Trade Schools _____
16. How many College hours have you completed? _____
17. What college degrees have you attained? _____
18. Major _____ Minor _____

MILITARY

19. Are you now or have ever been in the military service? Yes ____ No ____

Branch of service _____

20. Are you now or were you ever an active member of any branch of the U.S. Military Reserve Forces or National Guard Unit? Yes ____ No ____ Rank _____

21. Unit _____ From _____ To _____

ARREST RECORD

22. Have you ever been convicted of a crime? Yes ____ No ____ If "Yes" explain below

Date	Police Agency	Offense	Disposition of Case

23. List all traffic citations you have received in the last four years

Location (City/State)	Approx. Date	Violation	Disposition

EMPLOYMENT

List all jobs you have had for the last ten (10) years. Include periods of unemployment. Put your present or most recent job first. Include all military service in proper time sequence along with temporary or part time jobs.

24. **Employers name** _____ Phone # () _____

Address _____
Street address City State Zip code

Job Description _____

Do you object to our contacting them? Yes ____ No ____

Employed _____ to _____ Salary _____ per _____
Month/year Month/year

25. **Employers name** _____ Phone # () _____

Address _____
Street address City State Zip code

Job Description _____

Do you object to our contacting them? Yes ____ No ____

Employed _____ to _____ Salary _____ per _____
Month/year Month/year

26. **Employers name** _____ Phone # () _____

Address _____
Street address City State Zip code

Job Description _____

Do you object to our contacting them? Yes ____ No ____

Employed _____ to _____ Salary _____ per _____
Month/year Month/year

27. **Employers name** _____ Phone # () _____
Address _____
 Street address City State Zip code
Job Description _____
 Do you object to our contacting them? Yes___ No___
 Employed _____ to _____ Salary _____ per _____
 Month/year Month/year

REFERENCES

Fill in below the names of three adults not related to you and not former employers, who have known you for a period, preferably more than three years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities.

28. **Name** _____ **Address** _____
Phone () _____

Business Address _____
Business Phone () _____

29. **Name** _____ **Address** _____
Phone () _____

Business Address _____
Business Phone () _____

30. **Name** _____ **Address** _____
Phone () _____

Business Address _____
Business Phone () _____

31. List organizations of which you are a member that relate to the position that you are applying for.

NAME	ADDRESS
_____	_____

32. Explain your reasons for wanting to become a firefighter. _____

33. Person(s) to be notified in case of an emergency.

_____	_____	() - _____
Name	Address	Phone
Relationship: _____		

_____	_____	() - _____
Name	Address	Phone
Relationship: _____		

_____	_____	() - _____
Name	Address	Phone
Relationship: _____		

_____	_____	() - _____
Name	Address	Phone
Relationship: _____		

34. I understand that I must provide the Fire Commission with a copy of my high school transcripts and post-high school education before I am eligible for placement on the Palos Fire Protection District eligibility list. These transcripts shall be submitted prior to any testing procedures are administered.
35. I understand that before I am placed on any eligibility list subsequent to the entire testing process, I will be fingerprinted, and a set of my fingerprints will be furnished to the Illinois Department of State Police and the Federal Bureau of Investigation.
36. Prior to employment, all applicants must produce and provide a copy of a valid Illinois Driver's license and one document listed below:
- A birth certificate issued by the State Department, Form FS-545;
 - A birth certificate issued abroad by the State Department, Form DS-1350;
 - An original or certified copy of a birth certificate issued by a state, county or municipal authority, bearing a seal;
 - Native American tribal documents;
 - A United States citizen identification card, INS Form I-197; or
 - An identification card for use of a resident citizen in the United States, INS form I-179.
37. I understand that before I am eligible to be placed on the Palos Fire Protection District eligibility list, I shall provide copies of; Illinois State Firefighter II certificate and I. D. P. H. provisional Paramedic documentation.
38. I understand that I must provide a CPAT certification card which has been issued within the last twelve (12) months prior to the date of application to the Commission with this application or by the date of the written exam.

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND STATEMENTS, AND I CERTIFY THAT THERE ARE NO WILLFUL MISREPRESENTATIONS, OMISSIONS, OR FALSIFICATIONS IN THIS QUESTIONNAIRE, AND THAT ALL MY ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Dated at _____, Illinois, this the _____ Day of _____, _____.

Signature in Full _____

**PALOS FIRE PROTECTION DISTRICT
AUTHORIZATION FORM**

I, _____, hereby authorize the PALOS FIRE PROTECTION DISTRICT and its agents, employees or representatives to obtain and use all information relating to my previous and current employment, education, military record, criminal conviction history, personal characteristics and all other information which may bear favorably or unfavorably upon my application for employment made to the PALOS FIRE PROTECTION DISTRICT. I also consent to the release to the PALOS FIRE PROTECTION DISTRICT of any and all medical records prepared during the physical examination I am required to undergo for employment with the PALOS FIRE PROTECTION DISTRICT. I further release from liability any person or persons providing or receiving any such information in connection with this pre-employment investigation.

I also agree to indemnify and hold harmless the PALOS FIRE PROTECTION DISTRICT, the Board of Fire Commissioners of the PALOS FIRE PROTECTION DISTRICT, the individual trustees and commissioners, employees and agents against any claim or loss whatsoever, including but not limited to attorneys' fees and any cost of defense which arises directly or indirectly out of any injury which I might sustain in the job task test and/or application process. I also covenant that for the consideration of my application, I agree not to sue the PALOS FIRE PROTECTION DISTRICT, the individual trustees and commissioners, employees and agents for any injury, loss or damage as a result of such process including but not limited to personal injury, wrongful death, court costs, attorneys' fees and interest, in any manner caused directly or indirectly, including the negligent acts or omissions of the PALOS FIRE PROTECTION DISTRICT, its trustees and commissioners as well as its employees and agents.

I hereby acknowledge and agree that as a condition of employment with the PALOS FIRE PROTECTION DISTRICT, I must maintain at all times a valid State of Illinois Driver's License, of the Class required to operate all vehicles of the PALOS FIRE PROTECTION DISTRICT. I do further agree that my failure to maintain said drivers license will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the District. At time of hire, I must qualify for, obtain and maintain at all times a valid State of Illinois Firefighter II certification. I do further agree that my failure to obtain and maintain the requisite certifications will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the District.

Signature _____

SUBSCRIBED and SWORN to
before me this _____ day of
_____, 20__.

Notary Public

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially, and will be used only to help assure the best use of your abilities if you are employed with us.

FORM 3

PALOS FIRE PROTECTION DISTRICT PREFERENCE POINTS FOR FIREFIGHTER CANDIDATES

After the preliminary eligibility list is created, candidates who are eligible for preference points may submit a claim for these points in writing to the Board of Fire Commissioners on its standard form. This claim must be made within ten (10) days after the posting of the preliminary eligibility list or the points will be deemed waived. Applicants may claim the following types of preference points:

1. Veteran's Preference Points

Applicants who served in the United States military actively for at least one (1) year and who were honorably discharged or are now on inactive or reserve duty shall receive five (5) points. Proof of such service must include a copy of Military Form DD-214 (long form) as proof of active service, evidence of the honorable discharge, and a sworn affidavit signed by the applicant. Veteran's and educational preference points shall not be cumulative.

2. Educational Preference Points

Applicants who have successfully obtained an associate's degree in the field of fire service or emergency medical services shall receive three (3) points. Applicants who have successfully obtained an associate's degree in a non-fire science related field shall receive two (2) points.

Applicants who have successfully obtained a bachelor's degree from an accredited college or university in the field of fire service or emergency medical services shall receive five (5) points. Applicants who have successfully obtained a bachelor's degree from an accredited college or university in a non-fire science related field shall receive four (4) points.

A certified transcript must be included with the request for preference points as proof of the attainment of degree.

3. Experience Preference Points

Any applicant who, on or after August 20, 1993, has been a paid-on-call certified Firefighter II and/or paramedic of the Palos Fire Protection District shall be awarded one-half point for each year of successful service, up to a maximum of five (5) points at the time of initial hire.

Applicants from outside the Palos Fire Protection District who were employed as full-time certified Firefighters III for at least two (2) years at another fire protection district or municipality shall receive one (1) point for each full year of Firefighter III status up to a maximum of five (5) points.

Proof of such service must include submission of copies of applicable certificates and a sworn affidavit signed by the applicant (see attached form). Note that proof of paid-on-call or full-time service may be verified by the District. Also note that an applicant may not receive experience preference points for a certificate if the amount of points awarded would place the applicant before a veteran on the eligibility list. Finally, no person shall be awarded more than the maximum of five (5) points for experience.

FORM 4

**PALOS FIRE PROTECTION DISTRICT
PREFERENCE POINT CLAIM FORM AND AFFIDAVIT**

If you wish to claim preference points for the final eligibility list for hire with the Palos Fire Protection District, please complete the following form and submit it with any required attachments within ten (10) days after the posting of the preliminary eligibility list. Failure to submit the request within ten (10) days shall be deemed a waiver of the points.

A. Veteran's Preference Points (70 ILCS 705/16. (06(b)(h)(1))

Please state the following information regarding your military service and attach form DD-214 (long form) and proof of honorable discharge:

Branch of Service: _____

Unit: _____

Rank: _____

Date of Service (month/date/year): _____ to _____

Date of Honorable Discharge: _____

B. Educational Preference Points (70 ILCS 705/16.06(b)(h)(3))

Please state the following information regarding your educational background and attach copies of certified transcripts as proof of the attainment of a degree:

College Attended: _____

Dates of Attendance (month/date/year): _____ to _____

Degree Awarded: _____

College Attended (if applicable): _____

Dates of Attendance (month/date/year): _____ to _____

Degree Awarded: _____

FORM 4, CONTINUED

C. Experience Preference Points (70 ILCS 705/16.06(b)(h)(5))

Please state the relevant dates of successful service in the following capacities and attach Firefighter II, Firefighter III and/or Paramedic Certificates; do not include employment with any private company or service even if that employment provided service to a fire district or municipality.

1. **Palos Fire Protection District
Paid-On-Call Firefighter II and/or Paramedic**

Date of Service (month/date/year): _____ to _____

2. **Full-time Firefighter III**

Name of Department/District: _____

Address: _____

Phone Number: _____

Date of Service (month/date/year): _____ to _____

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I, _____, being first duly sworn on oath, state
Name of Candidate

Candidate's Signature

Date Preliminary Eligibility List was posted: _____

Date of Submission of Claim Form: _____

Received by: _____

FORM 5

PALOS FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
SUMMARY OF CANDIDATE'S PREFERENCE POINTS

(For internal use only)

Name of Candidate: _____

Number of Points

A. Veteran's Preference Points

Has the candidate engaged in military or naval service for a period of at least one (1) year and received an honorable discharge from service or is he or she still engaged in military service?

Yes _____

No _____

B. Educational Preference Points

Has the candidate successfully obtained an associate's degree in a related field?

Yes _____

No _____

Has the candidate successfully obtained an associate's degree in a non-related field?

Yes _____

No _____

Has the candidate successfully obtained a bachelor's degree in a related field?

Yes _____

No _____

Has the candidate successfully obtained a bachelor's degree in a non-related field?

Yes _____

No _____

C. Experience Preference Points

Palos Fire Protection District

Paid-on-Call Firefighter II and/or Paramedic

Full-time Firefighter III

TOTAL

Does the award of experience preference points place the candidate above a veteran on the eligibility list?

Yes _____

No _____

TOTAL PREFERENCE POINTS AWARDED TO CANDIDATE (max. 30): _____

FORM 6

**PALOS FIRE PROTECTION DISTRICT
VERIFICATION OF EMPLOYMENT DATA FORM**

To the Employer:

_____ has requested preference points pursuant to Section 16.07 of the Fire (Applicant) Protection District Act, for the final eligibility list for hire with the Palos Fire Protection District. Before the Commission awards these points, we ask that you complete the following form which we will use to verify information supplied to us by the applicant. Please use the date that the applicant obtained certification as the beginning date unless he or she had the certification prior to employment.

If you are unable to return this form by _____, please contact _____.

Thank you very much,

Board of Fire Commissioners
Palos Fire Protection District

I, the undersigned, on behalf of _____, (hereinafter the "Department")
(Fire Protection District or Municipality)

(Address)

hereby certify that _____ was/has been employed with the Department in
(Applicant)

the following capacities:

1. **Full-time Firefighter II and/or Paramedic**

Dates of service (month/date/year): _____ to _____.

2. **Full-time Firefighter III**

Date of Service (month/date/year): _____ to _____.

Signed this _____ day of _____, _____.

Signature

Print Name

Title

Form 7

**PALOS FIRE PROTECTION DISTRICT
INITIAL EMPLOYMENT AGREEMENT**

This Agreement is made and entered on the date set forth next to the signature of each party hereto, by and between _____
(the "Employee") and the Palos Fire Protection District (the "District"), Cook County, Illinois.

IT IS HEREBY AGREED:

TERMS AND CONDITIONS

1. Upon execution of this Initial Employment Agreement (the "Agreement"), the Employee is hereby authorized to be offered a Certificate of Appointment by the Board of Fire Commissioners as a probationary employee as long as the Employee is qualified. This offer of a Certificate of Appointment is contingent upon the Employee passing the employment medical and psychological examination. Such probationary period extends for one (1) year from the first day of actual work on the job.

2. During this probationary period, the Employee is an "at will" employee and may be dismissed at any time for any reason by the Board upon recommendation of the Chief of the District.

3. Compensation and fringe benefits during this probationary period are as set forth in the agreement between the District and the Palos Firefighters.

4. Employee shall be assigned to training and duties pursuant to the ordinances, resolutions, rules and regulations, and practices of the District.

LIQUIDATED DAMAGES

5. Employee hereby recognizes the cost to the District of hiring and training, and in consideration of this Agreement, hereby agrees to reimburse the District for the costs of the Employee's hiring and training pursuant to the provisions of this Agreement.

6. In the event that the Employee passes the medical and psychological examination, yet fails to accept a Certificate of Appointment, Employee agrees to pay the District

Form 7

its costs of hiring Employee in the amount of \$_____ which shall be considered liquidated damages.

7. If the Employee does not pass the medical and psychological examination, the Employee may not receive a Certificate of Appointment and will not be liable for any costs of hiring or training.

8. In the event that the Employee accepts his or her Certificate of Appointment yet fails to complete his or her probationary period due to any cause other than "termination" as defined below, Employee agrees to pay the District its costs of hiring and training Employee in the amount of \$_____ which shall constitute liquidated damages.

9. The term "termination" as used in this Agreement shall mean any discontinuance of the Employee's employment initiated by the District, and shall also include discontinuance of employment due to injury or illness resulting in the Employee's permanent inability to perform the normal duties of the position held by the Employee at the time of commencement of such injury or illness.

10. Complete payment of the liquidated damages shall be made within twelve (12) months of cessation of employment in equal monthly installments of no less than one-twelfth (1/12) of the total liquidated damages, commencing on the first day of the month following the month during which cessation of employment occurs, and payable on or before the first day of each month thereafter. The District may subtract any liquidated damages from any sums due to the Employee from the District as wages or vacation pay at the time said Employee's payment of liquidated damages first becomes due and owing. The Employee agrees that in the event of his/her failure to make any payment required pursuant to this Agreement in a timely manner, the total amount of the liquidated damages obligation then remaining unpaid, shall immediately become due and payable. The Employee further agrees that in the event the District incurs legal fees or other costs of collection in an effort to collect any delinquent sums owing pursuant to this Agreement, the Employee will pay such expenses in addition to the portion of the liquidated damages then due.

Form 7

11. Except in the case of a probationary firefighter taking a position with another fire department, the Board may waive any of the terms in paragraphs 6, 8, and 10, including the amount of liquidated damages.

MISCELLANEOUS

12. Employee understands that he/she has the right to have this document examined by an attorney prior to execution.

13. If any paragraph or portion of a paragraph is found to be unlawful by a court, the remaining portion of the paragraph or remaining paragraphs shall still constitute a valid enforceable Agreement.

Dated this _____ day of _____, _____.

President, Board of Trustees
Palos Fire Protection District

Employee

ATTEST:

Secretary, Board of Trustees
Palos Fire Protection District

Form 8

PALOS FIRE PROTECTION DISTRICT
APPLICATION FOR OFFICER POSITION - PERSONAL DATA QUESTIONNAIRE

-
1. Name _____
last first middle
2. Address _____
Number & Street City State Zip
3. Home Phone Number _____
4. Business Phone Number _____
5. E-mail address _____

EDUCATION

5. **CIRCLE HIGHEST GRADE COMPLETED**

GED CERTIFICATE HIGH SCHOOL COLLEGE 1 2 3 4
GRADUATE SCHOOL M.A. Ph.D. OTHER

- | | Name and Address of School
(include City and State) | Date(s) Attended | Graduate
Yes No |
|-----|--|------------------|--------------------|
| 6. | High School _____ | | |
| 7. | Undergraduate Education _____ | | |
| 8. | Graduate Education _____ | | |
| 9. | Trade Schools _____ | | |
| 10. | What college degrees have you attained? _____ | | |
| 11. | List course work relevant to position sought: _____

_____ | | |
| 12. | List additional seminars you have attended and training you have received since you became a firefighter: _____
_____ | | |

Form 8

MILITARY

13. Are you now or have you ever been in the military service? Yes _____ No _____
14. Branch of service _____
15. Are you now or were you ever an active member of any branch of the U.S. Military Reserve Forces or National Guard Unit?
- Yes _____ No _____ Rank _____
16. Unit _____ From _____ To _____

EMPLOYMENT HISTORY

List all position(s) in the firefighting and/or paramedic field you have held.

17. **Present Position with the Palos Fire Protection District** _____
- Prior position with the Palos Fire Protection District _____
- _____
- Employed** _____ **to Present**
- month-year
18. **Employer's name** _____ **Phone** _____
- Address** _____
- Number & Street City State Zip
- Job Description** _____
- Reason for leaving _____
- Employed** _____ **to** _____
- month-year month-year
19. **Employer's name** _____ **Phone** _____
- Address** _____
- Number & Street City State Zip
- Job Description** _____
- Reason for leaving _____
- Employed** _____ **to** _____
- month-year month-year

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20. **Employer's name** _____ **Phone** _____

Address _____
Number & Street State Zip

Job Description _____

Reason for leaving _____

Employed _____ to _____
month-year month-year

21. Have you ever been suspended or terminated, other than from an economic layoff, from any prior employment? If yes, please explain: _____

22. Have you ever resigned from any employment position because of misconduct or unsatisfactory performance or while under investigation? Yes _____ No _____

If yes, explain: _____

23. Have you ever taken a civil service exam? Yes _____ No _____

Agency _____ Date _____ Position on List _____

Status _____

24. Are you currently on any eligibility list(s)? Yes _____ No _____

If yes, indicate position applied for, status on list and expiration date of each: _____

REFERENCES

Please list three adults not related to you and not former employers, who have known you for more than three years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality, and other qualities.

25. Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

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26. Name_____ Address_____
- Home Phone_____ Business Phone_____
- Occupation_____ Relationship_____
27. Name_____ Address_____
- Home Phone_____ Business Phone_____
- Occupation_____ Relationship_____

MISCELLANEOUS

28. List organizations of which you are a member that relate to the officer position for which you are applying:

29. Explain your reasons for wanting to become an officer with the Palos Fire Protection District: _____

30. Please review the job description for the officer's position for which you are applying, and state whether you can perform the essential job functions listed therein with or without reasonable accommodation.

Yes_____ No_____

31. If accommodation is needed, please explain:_____
-

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I HEREBY CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND STATEMENTS, AND I CERTIFY THAT THERE ARE NO MISREPRESENTATIONS, OMISSIONS, OR FALSIFICATIONS IN THIS QUESTIONNAIRE, AND THAT ALL MY ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT MISREPRESENTATIONS, OMISSIONS, OR FALSIFICATIONS ON THIS QUESTIONNAIRE MAY RESULT IN MY APPLICATION NO LONGER BEING CONSIDERED OR IN TERMINATION OF MY EMPLOYMENT WITH PALOS FIRE PROTECTION DISTRICT. I FURTHER UNDERSTAND AND AGREE THAT MY PERSONNEL FILE MAY BE REVIEWED BY THE COMMISSIONERS AND CHIEF OR CHIEF'S DESIGNEE.

Dated at _____ Illinois, this _____ day of _____, 20____.

Signature in Full _____

Address _____

Telephone Number _____

Fax Number _____

Form 8
PALOS FIRE PROTECTION DISTRICT
AUTHORIZATION FORM

I, _____, hereby authorize the PALOS FIRE PROTECTION DISTRICT and its agents, employees or representatives to obtain and use all information relating to my previous and current employment, education, military record, criminal conviction history, personal characteristics and all other information which may bear favorably or unfavorably upon my application for promotion made to the PALOS FIRE PROTECTION DISTRICT. I also consent to the release to the PALOS FIRE PROTECTION DISTRICT of any and all medical records prepared during the physical examination I am required to undergo for promotion with the PALOS FIRE PROTECTION DISTRICT. I further release from liability any person or persons providing or receiving any such information in connection with this pre-promotional investigation.

I also agree to indemnify and hold harmless the PALOS FIRE PROTECTION DISTRICT, the Board of Fire Commissioners of the PALOS FIRE PROTECTION DISTRICT, the individual trustees and commissioners, employees and agents against any claim or loss whatsoever, including but not limited to attorneys' fees and any cost of defense which arises directly or indirectly out of any injury which I might sustain in the application process. I also covenant that for the consideration of my application, I agree not to sue the PALOS FIRE PROTECTION DISTRICT, the individual trustees and commissioners, employees and agents for any injury, loss or damage as a result of such process including but not limited to personal injury, wrongful death, court costs, attorneys' fees and interest, in any manner caused directly or indirectly, including the negligent acts or omissions of the PALOS FIRE PROTECTION DISTRICT, its trustees and commissioners as well as its employees and agents.

I hereby acknowledge and agree that as a condition of continued employment with the PALOS FIRE PROTECTION DISTRICT, I must maintain at all times a valid State of Illinois driver's license, of the Class required to operate all vehicles of the PALOS FIRE PROTECTION DISTRICT. I do further agree that my failure to maintain said driver's license will constitute reason for withdrawal of a conditional offer of promotion or just cause for my dismissal from employment with the District. I understand that the Board of Fire Commissioners has provided recommended, but not required, certification/coursework for the position for which I have applied.

Signature _____

SUBSCRIBED and SWORN to

before me this _____ day of
_____, 20_____.

Notary Public

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially, and will be used only to help assure the best use of your abilities if you are employed with us.

FORM 9

PALOS FIRE PROTECTION DISTRICT PREFERENCE POINTS FOR OFFICER CANDIDATES

After the initial eligibility list is created, candidates who are eligible for preference points may submit a claim for these points in writing to the Board of Fire Commissioners on its standard form. This claim must be made within ten (10) days after the date of posting of the initial eligibility list or the points will be deemed waived.

Veteran's Preference Points

Applicants who served in the United States military actively for at least one (1) year and who were honorably discharged or are now on inactive or reserve duty shall receive 7/10 of one point for each six (6) months or fraction thereof of military or naval service not exceeding thirty (30) months, or no more than 3.5 points. Proof of such service must include a copy of Military Form DD-214 as proof of active service, evidence of the honorable discharge, and a sworn affidavit signed by the applicant. After completion of the promotional testing process, the Board will prepare an initial eligibility list.

Applicants who are eligible for and elect to utilize their military preference credit must make a claim for such credit in writing to the Board of Fire Commissioners on its standard form within ten (10) days after the posting of the initial eligibility list or such claims shall be deemed waived. The Board shall award veteran's preference points to those eligible veterans timely claiming the credit in accordance with 70 ILCS 705/16.08a; 65 ILCS 5/10-2.1-10, 10-2.1-11, and 10-2.1-12.

No person shall receive veteran's preference for a promotional appointment after receiving one (1) promotion from an eligibility list on which he or she was allowed military preference.

FORM 11

**PALOS FIRE PROTECTION DISTRICT
SUMMARY OF PROMOTIONAL CANDIDATE'S PREFERENCE POINTS**

(For internal use only)

Name of Candidate: _____

Veteran's Preference Points

Number of Points Claimed: _____

Total Points Awarded: _____

FORM 12

PALOS FIRE PROTECTION DISTRICT
TESTING PROCESS FORM

_____ testing process
(month/year)

1. Application/examination fees to be charged (if any): \$_____

2. Weight of written test: _____%

3. Weight of oral interviews: _____%

4. Preference points to award for each category¹:

Fire Cadet Preference (0-5 points): _____

Educational Preference (0-5 points total):

Associates Degree: _____

Bachelor's Degree: _____

Related vs. Non-related? _____

Paramedic Preference (0-5 points total):

Illinois License: _____

National Certification: _____

Experience Preference (0-5 points total):

In District:

EMT-B: _____

EMT-I: _____

Firefighter II: _____

Firefighter III: _____

Out of District²:

FT EMT-P: _____

FT Firefighter: _____

Residency Preference (0-5 points): _____

If so, what Jurisdiction? _____

Additional Preference (0-5 points): _____

¹ Hiring authority must award **no less** than five (5) preference points for veterans status.

² Must be employed as a full-time firefighter or firefighter-paramedic for at least two (2) years to be awarded up to five (5) points.

Unique experience or background necessary to be awarded points under this category³:

- Contract paramedics
- Foreign or sign language
- Tenure with Fire Department

- Other: _____

³ Must comply with all standard employment anti-discrimination laws and regulations.