

Administrative Rules for Hiring

Sworn Police and Fire Personnel



Tim Gleason, City Manager

Table of Contents

CHAPTER I – FIRE DEPARTMENT RULES

FOR ORIGINAL APPOINTMENT	3
SECTION 1. DEFINITIONS AND RULES OF CONSTRUCTION	3
SECTION 2. VACANCIES	3
SECTION 3. APPLICATION BLANKS	3
SECTION 4. DISQUALIFICATION	3
SECTION 5. PHYSICAL AGILITY REQUIREMENTS	4
SECTION 6. AGE REQUIREMENTS	5
SECTION 7. SEQUENCE OF EXAMINATIONS	5
SECTION 8. NOTICE OF EXAMINATIONS	6
SECTION 9. TYPE OF EXAMINATIONS	6
SECTION 10. NATURE OF WRITTEN EXAMINATION	6
SECTION 11. EXAMINATION PROCEDURE	6
SECTION 12. INTERIM REGISTER OF ELIGIBLES	6
SECTION 13. ORAL INTERVIEW PANEL	7
SECTION 14. ORAL EXAMINATION – SUBJECTS OF EXAMINATION	7
SECTION 15. ORAL EXAMINATION – GRADING OF EXAMINATION	7
SECTION 16. FINGERPRINTS	7
SECTION 17. DISQUALIFICATION DURING HIRING PROCESS	8
SECTION 18. POLYGRAPH EXAMINATION	11
SECTION 19. FINAL ELIGIBLE REGISTER	12
SECTION 20. ORIGINAL APPOINTMENT	12
SECTION 21. MEDICAL EXAMINATION	12
SECTION 22. PSYCHOLOGICAL EXAMINATION	13
SECTION 23. CANDIDATES ELECTING TO TAKE A BYE	13

CHAPTER II – POLICE DEPARTMENT RULES

FOR ORIGINAL APPLICATION	14
SECTION 1. APPLICATION PROCESS	14
SECTION 2. DISQUALIFICATION	14
SECTION 3. AGE REQUIREMENTS	15
SECTION 4. ENTRY LEVEL PROCESS	15
SECTION 5. NOTICE OF EXAMINATIONS	16
SECTION 6. TYPE OF EXAMINATIONS	16
SECTION 7. NATURE OF WRITTEN EXAMINATION	16
SECTION 8. EXAMINATION PROCEDURE AND SCHEDULE	16
SECTION 9. PHYSICAL AGILITY REQUIREMENTS	17
SECTION 10. ENTRY LEVEL ORAL INTERVIEW PANEL	17
SECTION 11. ORAL EXAMINATION – SUBJECTS OF EXAMINATION	17
SECTION 12. ORAL EXAMINATION – GRADING OF EXAMINATION	17
SECTION 13. FINGERPRINTS	17
SECTION 14. DISQUALIFICATION DURING HIRING PROCESS	17
SECTION 15. POLYGRAPH EXAMINATION	21
SECTION 16. MEDICAL EXAMINATION	22
SECTION 17. PSYCHOLOGICAL EXAMINATION	22
SECTION 18. REQUEST TO HIRE	22
SECTION 19. EXPERIENCE HIRE CANDIDATES	22
SECTION 20. SELECTION OF ENTRY-LEVEL CANDIDATE	23

CHAPTER I – FIRE DEPARTMENT RULES FOR ORIGINAL APPOINTMENT

SECTION 1. DEFINITIONS AND RULES OF CONSTRUCTION

The word “Commission” and/or “Board” wherever used shall mean the Board of Fire and Police Commissioners of the City of Bloomington. The word “Firefighter” shall mean any person holding a permanent sworn position in the Fire Department of the City of Bloomington. The phrase “Staff Liaison” shall mean any person appointed by the Human Resources Director to manage the business of the Commission. The masculine noun or pronoun includes the feminine. The singular includes the plural and the plural the singular. Section numbers listed in parenthesis herein are references to sections of the Board of Fire and Police Commissioners Act.

SECTION 2. VACANCIES

The recruitment for initial eligibility and the hiring process for the original appointments of all offers of the Fire Department of the City shall be delegated as the responsibility of the City Manager or his/her designee(s) in accordance with the rules and regulations promulgated by the City Manager for the recruitment, selection and hiring of such original appointments which shall be consistent with the general provisions on such appointments contained within Division 2.1.-6.3 Any provision within Division 2.1-6.3 in conflict with this delegation of authority over original appointments shall be superseded by this subsection.

SECTION 3. APPLICATION BLANKS

Human Resources shall furnish a means for candidates to apply for Firefighter positions within the Fire Department within time limits established by Human Resources in accordance with state statute. Candidate must show proof of one of the following: (i) enrollment on the National State Register, (ii) that he/she holds a valid Illinois paramedic license or equivalent certification or licensure under the Emergency Medical Services (EMS) Act (210 ILCS 50 et seq.), or (iii) enrollment in a certified Illinois Paramedic program. Candidates must submit college transcripts and a DD214, at the time of application, if applicable. Candidates must submit their birth certificate and high school diploma or equivalent, at time of background check.

Electronic or paper applications for positions in the Fire Department shall be required. All applications shall be completely filled out by the candidate and shall be submitted within the time limits established. Persons making untruthful answers to questions or failing to complete said applications may be rejected by the City at any time and the candidate notified of such action. The City may remove candidates upon learning that false statements have been made or material facts have been misrepresented to the City.

SECTION 4. DISQUALIFICATION

The City may refuse to examine a candidate, or after examination refuse to certify him

as eligible:

- (a) Who is found lacking in any of the requirements established by law or ordinance for the service for which he or she applies;
- (b) Who is physically or mentally unable to perform the duties of the position to which he or she seeks appointment;
- (c) Who has taken or consumed illegal drugs, marijuana or consumed alcohol excessively unless such conduct has ceased and is unlikely to be resumed;
- (d) Who has been convicted of a felony or any disqualifying misdemeanor enumerated in the Board of Fire and Police Commissioners Act or in these Administrative Rules;
- (e) Who has been dismissed from any public service for good cause;
- (f) Who has made any misstatement of fact in his or her written application, or orally to the City;
- (g) Whose character and employment references are unsatisfactory;
- (h) Who does not possess a high school education or its equivalent.

No job offer for initial appointment shall be extended to any candidate who does not possess a valid State of Illinois Emergency Medical Technician–Paramedic license, National Registry Emergency Medical Technician–Paramedic certification, or an equivalent certification or licensure under the Emergency Medical Services (EMS) Act (210 ILCS 50 et seq.). Upon receipt of a verbal or written job offer candidates shall have seven (7) business days to provide documentation of a valid EMT-P license or certification to the Board. Candidates must have a paramedics license at time of job offer.

Any candidate, or eligible, deemed disqualified hereunder, shall be notified by the City and upon justifiable written request made by the candidate, shall be given an opportunity to be heard by the City Manager.

SECTION 5. PHYSICAL AGILITY REQUIREMENTS

A candidate for the position of firefighter will pass the physical agility component of the testing process by providing proof that he or she has successfully passed the Candidate Physical Ability Test (CPAT) which has been developed by the International Association of Firefighters and the International Association of Fire Chiefs. The candidate may make a prima facie showing of successful passing of such test by providing proof of a laminated certification card or a signed copy of their completion signed by an authorized CPAT tester. In addition to proof of successful completion of the CPAT test, a candidate must supply documentation of the ability to climb ladders as required by 65 ILCS 5/10-2.1-6.3. Candidates must keep active CPAT and Ladder climb card that is no more than one year old from the issuance date at time of job offer. Upon

receipt of a job offer, candidates shall have seven (7) business days to provide such documentation.

SECTION 6. AGE REQUIREMENTS

Candidates who are twenty (20) years of age shall be eligible to take the initial examination for firefighter. However, no appointment will be made to the Fire Department until the candidate attains age twenty-one (21). All candidates shall be under thirty-five (35) years of age except as otherwise provided by statute. Proof of birth date will be required at the time of application.

SECTION 7. SEQUENCE OF EXAMINATIONS

Failure to achieve the minimum passing grade in any examination disqualifies the candidate from any further consideration. The interim register of eligibles shall be established as follows:

<u>Examination</u>	<u>Scoring</u>
Written Examination	This is weighted as 70% of a candidate's total score exclusive of applicable preference points.
Veteran's points, if applicable	5 points for Military preference, if applicable, will be added pursuant to state statute.
Education points, if applicable	5 points for a Fire Science or Emergency Medical Services Associates degree or a Bachelor's degree in any subject.

Interim register of eligible. (Examinations administered after the interim register of eligibles but prior to the final eligibility register. These examinations are not in order of completion)

Oral interview	This is weighted as 30% of a candidate's total score exclusive of applicable preference points.
Police Record, Background Investigation	Pass or Fail
Polygraph	Pass or Fail

Candidate Conditional Offers

Medical, Drug and Psychological Examination	Pass or Fail
--	--------------

After the written examination and veteran's points and education points have been compiled, an interim register of eligibles shall be posted by the City, which shall show the final scores of the candidates prior to the oral interview, background investigation, polygraph test, and post conditional offer examinations.

SECTION 8. NOTICE OF EXAMINATIONS

Examinations shall commence on a date scheduled by Human Resources. In addition, examinations may be available at other testing location such as the National Testing Network. Such notice must be published in the Pantagraph or the City's website.

SECTION 9. TYPE OF EXAMINATIONS

The subject matter for the examination process shall be such as will fairly test the capacity of the candidate to discharge the duties of a Firefighter. No examination shall contain questions regarding the candidate's political or religious opinions or affiliations

SECTION 10. NATURE OF WRITTEN EXAMINATION

The examination shall be practical in character and relate to those matters which will fairly test the capacity of the persons examined to discharge the duties of the positions to which they seek appointment. Written examinations shall be administered in a manner that ensures the security and accuracy of the scores achieved. Candidates must score a 70% or better on the written examination or it is considered an automatic failure.

SECTION 11. EXAMINATION PROCEDURE

Tests shall be selected and administered by Human Resources, the Fire Department or by an outside agency in such manner as to ensure the fairness and impartiality of the examination.

After grades are reported, candidates who fail to achieve the minimum passing score will be notified.

All examination papers shall be and will become the property of the City and the grading thereof by the City or its agent shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description.

SECTION 12. INTERIM REGISTER OF ELIGIBLES

The interim register of eligibles for the Fire Department will distinguish between the candidates who have obtained the highest combined scores for all examinations administered by

the City prior to oral interviews, background investigation, and polygraph testing. The City shall then proceed to conduct background investigations, polygraph testing and oral interviews with up to 25 candidates with the highest combined scores of preferences and rank order and prepare a final register of eligibles placing up to 25 candidates. After 20 appointments have been made from the register of eligibles, the City shall proceed to conduct background investigations, polygraph testing and oral interviews on the next 25 candidates who have obtained the highest combined scores for all examinations administered by the City prior to background investigation, polygraph testing and oral interviews and shall prepare a new register of eligibles based on such additional testing. The rank order of the new register of eligibles shall not give priority to those candidates on the first register unless the total combined scores of such candidates justify such priority. The procedure shall continue to be followed after every 25 appointments until no candidates remain to be hired from a register of eligibles or until the expiration of two years from the date the original register of eligibles was approved by the City Manager, whichever occurs first. The City has the ability to include more than 25 candidates at a time for consideration for a list of eligibles.

SECTION 13. ORAL INTERVIEW PANEL

The Fire Chief shall designate up to three (3) Fire Department staff to score oral interviews. The City Manager or his designee shall designate up to two (2) staff members to score oral interview from the City Manager's Office or Human Resources. A minimum interview panel shall consist of three (3) members.

SECTION 14. ORAL EXAMINATION – SUBJECTS OF EXAMINATION

Questions developed by Human Resources or an outside agency shall be asked of the candidate that will enable the interview panel to properly evaluate and grade the candidate on voice and speech, appearance, alertness, ability to present ideas, judgment, emotional stability, self-confidence, and personal fitness for the position. The Oral Examination shall make up 30% of the candidates score for the final eligibility list.

SECTION 15. ORAL EXAMINATION – GRADING OF EXAMINATION

On completion of each oral interview, the Panel will discuss the candidate. The panel will then grade the candidate on a percentage basis. The candidate's final grade will be the average of the panel's grades. Candidates failing to secure the minimum grade of 70% required by the Administrative Directive are automatically eliminated from all further consideration.

SECTION 16. FINGERPRINTS

Candidates for original appointment shall be fingerprinted, with copies of fingerprints sent to those agencies directed by the Act to receive them. (Section 10-2.1-6.1)

SECTION 17. DISQUALIFICATION DURING HIRING PROCESS

If information is developed in the background investigation or a candidate admits, verbally or in writing, that the candidate has been convicted any of the following offences, the background investigation will be automatically halted and the information will be presented to the Fire Chief and Human Resources, or his/her designee, for immediate dismissal action. If information is developed in the background investigation or a candidate admits, verbally or in writing, that the candidate has committed, but was not charged or convicted any of the following offences, the information will be reviewed on a case-by-case basis to determine if the background investigation will continue:

Homicide

Homicide: 720 ILCS 5/9 *et seq.*

Kidnapping

Kidnapping: 720 ILCS 5/10-1

Aggravated Kidnapping: 720 ILCS 5/10-2

Unlawful Restraint: 720 ILCS 5/10-3

Forcible Detention: 720 ILCS 5/10-4

Child Abduction: 720 ILCS 5/10-5

Aiding and Abetting Child Abduction 720 ILCS 5/10-7

Sex, Prostitution, & Pornography Offenses

Prostitution: 720 ILCS 5/11-14

Indecent Solicitation of a Child: 720 ILCS 5/11-6

Promoting Prostitution: 720 ILCS 5/11-14.3

Patronizing a Prostitute: 720 ILCS 5/11-18

Patronizing a Minor Engaged in Prostitution: 720 ILCS 5/11-18.1

Promoting Juvenile Prostitution: 720 ILCS 5/11-14.4

Sexual Exploitation of a Child: 720 ILCS 5/11-9.1

Aggravated Criminal Sexual Abuse: 720 ILCS 5/11-1.60

Criminal Sexual Abuse: 720 ILCS 5/11-1.50

Public Indecency: 720 ILCS 5/11-30 (*felony*)

Child Pornography: 720 ILCS 5/11-20.1

Criminal Sexual Assault: 720 ILCS 5/11-1.20

Aggravated Criminal Sexual Assault: 720 ILCS 5/11-1.30

Aggravated Assault and Battery

Aggravated Assault: 720 ILCS 5/12-2

Criminal Transmission of HIV: 720 ILCS 5/12-5.01

Aggravated Battery: 720 ILCS 5/12-3.05

Reckless Conduct: 720 ILCS 5/12-5 (*felony*)

Battery of an Unborn Child: 720 ILCS 5/12-3.1 (*felony*)

Domestic Battery: 720 ILCS 5/12-3.2 (*felony*)

Intimidation

Intimidation: 720 ILCS 5/12-6

Hate Crime: 720 ILCS 5/12-7.1

Stalking: 720 ILCS 5/12-7.3

Aggravated Stalking: 720 ILCS 5/12-7.4

Compelling Confession or Information by Force or Threat: 720 ILCS 5/12-7

Deception and Fraud

Deceptive Practices: 720 ILCS 5/17.1 (*felony*)

Forgery: 720 ILCS 5/17-3 (*felony*)

False personation; solicitation: 720 ILCS 5/17-2 (*felony*)

Insurance Fraud: 720 ILCS 5/17-10.5 (*felony*)

False Statement to procure credit or debit card: 720 ILCS 5/17-31

Computer Fraud: 720 ILCS 5/17-50

Aggravated Computer Tampering: 720 ILCS 5/17-52

Financial Exploitation of Elderly Person or Person with Disability: 720 ILCS 5/17-56

Burglary

Burglary: 720 ILCS 5/19-1

Residential Burglary: 720 ILCS 5/19-3

Home Invasion 720 ILCS 5/19-6

Robbery

Armed Robbery: 720 ILCS 5/18-2

Robbery; Aggravated Robbery: 720 ILCS 5/18-1

Vehicular Hijacking: 720 ILCS 5/18-3

Aggravated Vehicular Hijacking: 720 ILCS 5/18-4

Arson

Arson: 720 ILCS 5/20-1

Aggravated Arson: 720 ILCS 5/20-1.1

Offenses Involving Children

Endangering the Life or Health of a Child: 720 ILCS 5/12C-5 (*felony*)

Luring of a Minor: 720 ILCS 5/10-5.1 (*felony*)

Contributing to the Delinquency of a Minor: 720 ILCS 5/12C-30 (*felony*)

Child Abandonment: 720 ILCS 5/12C-10

Mob Action & Disorderly Conduct

False Police Report: 720 ILCS 5/26-1.1; 720 ILCS 5/26-1
Mob Action: 720 ILCS 5/25-1
Looting: 720 ILCS 5/25-4

Deadly Weapons

Unlawful Use of a Weapon: 720 ILCS 5/24-1
Aggravated Discharge of a Firearm: 720 ILCS 5/24-1.2
Reckless Discharge of a Firearm: 720 ILCS 5/24-1.5
Unlawful Possession of a Firearm/Ammunition: 720 ILCS 5/24-3.1
Defacing Identification Marks of Firearms: 720 ILCS 5/24-5

Theft

Theft: 720 ILCS 5/16-1
Retail Theft: 720 ILCS 5/16-25 (*felony*)
Identity Theft: 720 ILCS 5/16-30

Interference with Public Officers

Resisting, Obstructing, Disarming an Officer: 720 ILCS 5/31-1
Obstructing Justice: 720 ILCS 5/31-4
Concealing or Aiding a Fugitive: 720 ILCS 5/31-5
Aiding Escape: 720 ILCS 5/31-7
Bringing/Possessing Contraband to or into Penal Institution: 720 ILCS 5/31A-1.1

Interference with Judicial Procedure

Compounding a crime: 720 ILCS 5/32-1
Perjury: 720 ILCS 5/32-2
Communicating with Jurors and Witnesses: 720 ILCS 5/32-4
Tampering with Public Records: 720 ILCS 5/32-8

Official Misconduct

Bribery: 720 ILCS 5/33-1
Official Misconduct: 720 ILCS 5/33-3

Drugs

Manufacture & Delivery of Controlled Substance: 720 ILCS 570/401
Controlled Substance Trafficking: 720 ILCS 570/401.1
Criminal Drug Conspiracy: 720 ILCS 570/405
Delivery to Persons Under 18: 720 ILCS 570/407

Traffic Offenses

Driving under the influence of alcohol and/or drugs (including a court supervision disposition) within 3 years of application date: 625 ILCS 11-501 (*felony*)

Reckless driving within 3 years of application date: 625 ILCS 11-503 (*felony*)

Fleeing or attempt to elude a police officer: 625 ILCS 11-204(b) (*felony*)

A firefighter candidate will not be disqualified for a misdemeanor conviction except those listed in 65 ILCS 5/10-2.1-6.3(i) nor for an arrest record for any cause without conviction thereon.

Additional disqualifying actions:

1. Having illegally sold any controlled substance or drug, including marijuana (or any of its derivatives).
2. Having used Lysergic Acid Diethylamide (LSD), Phencyclidine (PCP), Heroin, Methylenedioxymethamphetamine (MDMA/Ecstasy), Methamphetamine, other hallucinogenic, or any derivative of the aforementioned either synthetic or naturally occurring more than three (3) times or any time within the last five (5) years of application date.
3. Having illegally used any controlled substance or dangerous drug other than marijuana (including, but not limited, to anabolic steroids, cocaine, or amphetamines) other than those drugs lawfully prescribed to him more than three (3) times or any time within the last five (5) years of application date.
4. No person shall be appointed to the Police or Fire department if he or she is determined to be a habitual drunkard or marijuana user. Candidates that continue usage of marijuana after their date of application will be eliminated.
5. Having used prescription drugs not legally prescribed to them, or in a manner not intended. All such instances will be reviewed on a case-by-case basis provided there is no pattern of misuse or abuse.

SECTION 18. POLYGRAPH EXAMINATION

Any candidate for an original position with the Fire Department of the City of Bloomington, Illinois shall submit to a polygraph device deceptive test, commonly known as a lie detector test, at such time and place as determined by Human Resources. Such test shall be considered as part of the total testing procedure and shall be without expense to the candidate. Refusal of the candidate to take or manipulate the polygraph test (breathing techniques) or failure to pass this examination shall disqualify him to enter upon the duties of the office for which the application for examination was filed. Examples of "failure to pass this examination" include:

- (1) Making statements of fact to the polygraph operator inconsistent with statements made orally or in writing to the Board; or

- (2) Admissions to the operator which establish unfitness for the position applied for;

Statements made to a polygraph operator during an examination, and all written reports thereof, shall be deemed confidential and shall not be the basis for any criminal prosecution.

SECTION 19. FINAL ELIGIBLE REGISTER

The City Manager will approve for Human Resources to post and keep a “final eligible register” of the candidates successfully passing all examinations and including veteran and/or education preference points, if any. Candidates shall take rank upon the “final eligible register” in the order of their relative excellence as determined by examination, without reference to priority of time of examination. The minimum grade established by the Administrative Directives is required for listing on the “final eligible register”. The “final eligible register” will remain in force for two (2) years from the date of posting.

Candidates must have an Illinois paramedics license or National State Register at the time of job offer. Candidates who do not have a paramedics license on file will not be extended a job offer. Candidates will be passed until such time as no candidate remains on the list with a paramedic’s license. At the point the only candidates remaining on the List of Eligible do not have their Paramedics license, the City Manager may elect to eliminate all candidates remaining on the list of eligible and begin the process to establish a new list of eligibles.

SECTION 20. ORIGINAL APPOINTMENT

All original appointments made to an affected fire department shall be made from the final eligible register.

Whenever the City Manager authorizes action to hire a person to perform the duties of a firefighter to fill a position that is a new position or vacancy due to resignation, discharge, promotion, death, the granting of a disability or retirement pension, or any other cause, the City Manager shall appoint to that position the person with the highest ranking on the final eligibility register. If the Fire Chief has reason to conclude that the highest ranked person fails to meet the minimum standards for the position or if the Fire Chief believes an alternate candidate would better serve the needs of the department, then the City Manager has the right to pass over the highest ranked person and appoint either: (i) any person who has a ranking in the top 5% of the final eligible register or (ii) any person who is among the top 5 highest ranked persons on the final eligible register if the number of people who have a ranking in the top 5% of the final eligible register is less than 5 people.

SECTION 21. MEDICAL EXAMINATION

A candidate after receiving a conditional job offer shall submit himself for “medical examination” by a licensed physician designated by the Human Resources. Failure to pass this examination shall eliminate the candidate’s name from the “final eligible register” and any further consideration.

A candidate must have corrected or uncorrected vision of 20/30 binocular with worst eye no more than 20/200 and must be able to distinguish red from green for color blindness.

SECTION 22. PSYCHOLOGICAL EXAMINATION

In addition to the medical examination herein provided for, a candidate for an original position may be required to submit to a “psychological examination” by such psychological service as determined by Human Resources. Refusal of the candidate to take or failure to pass such examination shall eliminate him from further consideration. The term “failure to pass such examination” shall include evidence of any trait which in the City’s opinion renders the candidate unfit for the position applied for.

SECTION 23. CANDIDATES ELECTING TO TAKE A BYE.

Candidates who receive a job offer shall be eligible to take a bye one time by providing written notice to the Staff Liaison. If the candidate elects to take a bye the second time a job offer is made they will be removed from further consideration, except that it such removal will not prejudice that candidate’s opportunities to participate in future examinations, including an examination held during the time a candidate is already on the City’s register of eligibles.

CHAPTER II – POLICE DEPARTMENT RULES FOR ORIGINAL APPLICATION

SECTION 1. APPLICATION PROCESS

Human Resources shall furnish a means for candidates to apply for Patrol Officer positions in the Police Department. Candidates must submit with their application and their DD214, if applicable. Candidates must submit their birth certificate, high school diploma or equivalent and college transcripts, if applicable at time of background check.

Electronic or paper applications for Patrol Officer positions shall be required. All applications shall be completely filled out by the candidate and shall be submitted within the time limits established. Persons making untruthful answers to questions or failing to complete said applications may be rejected by the City at any time and the candidate notified of such action. The City Manager or his designee may remove persons certified to positions on the Police Department upon learning that false statements have been made or material facts have been misrepresented to the City.

SECTION 2. DISQUALIFICATION

The City may refuse to examine a candidate, or after examination refuse to certify him as eligible:

- (a) Who is found lacking in any of the requirements established by law or ordinance for the service for which he or she applies;
- (b) Who is physically or mentally unable to perform the duties of the position to which he or she seeks appointment;
- (c) Who has taken or consumed illegal drugs, marijuana or consumed alcohol excessively unless such conduct has ceased and is unlikely to be resumed;
- (d) Who has been convicted of a felony or any disqualifying misdemeanor enumerated in the Board of Fire and Police Commissioners Act or in these Administrative Rules;
- (e) Who has been dismissed from any public service for good cause;
- (f) Who has made any misstatement of fact in his or her written application, or orally to the City;
- (g) Whose character and/or employment references are unsatisfactory;
- (h) Who does not possess a high school education or its equivalent;

- (i) Who does not possess a valid driver’s license at the time of application; or
- (j) Who is ineligible to obtain a Firearm Owners Identification (FOID) Card.

Any candidate, or eligible, deemed disqualified hereunder, shall be notified by the City and upon justifiable written request made by the candidate, shall be given an opportunity to be heard by the City Manager.

SECTION 3. AGE REQUIREMENTS

Entry Level candidates who are twenty (20) years of age shall be eligible to take the initial examination for Patrol Officer. However, no appointment will be made to the Police Department until the candidate attains age twenty-one (21). All entry level candidates shall be under thirty-five (35) years of age except as otherwise provided by statute. Proof of birth date will be required at the time of application. Per 65 ILCS 5/10-2.1-6, a veteran shall be allowed to exceed the maximum age provision of this Section by the number of years served on active military duty, but by no more than 10 years of active military duty.

SECTION 4. ENTRY LEVEL PROCESS

Failure to achieve the minimum passing grade in any examination disqualifies the candidate from any further consideration. The written examination shall be graded on a 100-point scale.

<u>Examination</u>	<u>Minimum Passing Grade</u>
Written Examination	80%
Veteran’s points, if applicable	5 points for Military preference, if applicable, will be added pursuant to state statute.

A list will be established in rank order based on the above combined scores. As examinations are administered candidates will be added to the list in rank order.

The following examinations may be administered to the group of eligibles. If a member of the group of eligibles fails one of the examinations, then he or she shall not be eligible for hire and need not continue with the examination process.

Physical Agility	Pass or Fail
Oral interview	75%
Police Record,	

Background Investigation Pass or Fail

Polygraph Pass or Fail

Contingent Job Offer

Medical, Drug and
Psychological Examination

Pass or Fail

(These examinations are conducted after the City Manager authorizes a contingent job offer.)

SECTION 5. NOTICE OF EXAMINATIONS

Examinations shall commence on a date scheduled by Human Resources. In addition, examinations may be available at other testing location such as the National Testing Network. Such notice must be published in the Pantagraph in accordance with the Board of Fire and Police Commissioners Act.

SECTION 6. TYPE OF EXAMINATIONS

The examinations shall be practical in character and relate to those matters that will fairly test the capacity of the persons examined to discharge the duties of the position to which they seek appointment. The subject matter for the examination process shall be such as will fairly test the capacity of the candidate to discharge the duties of the positions to which they seek appointment. No examination shall contain questions regarding the candidate's political or religious opinions or affiliations.

SECTION 7. NATURE OF WRITTEN EXAMINATION

The examination shall be practical in character and relate to those matters which will test the capacity of the persons examined to discharge the duties of the positions to which they seek appointment. Candidate must score a minimum of 80% on the written examination to pass.

SECTION 8. EXAMINATION PROCEDURE AND SCHEDULE

Examinations shall be selected and administered by Human Resources Department, the Police Department or by an outside agency such as the National Testing Network in such manner as to ensure the fairness and impartiality of the examination.

Examinations may be established multiple times per year. Candidate's score is good for one year. After one year, candidates will be removed from the hiring list unless they are in an active register of eligibles.

Candidates who fail to achieve the minimum passing score will be notified by Human Resources or their designee.

All examination papers shall be and will become the property of the City and the grading

thereof by the City or its agent shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description.

SECTION 9. PHYSICAL AGILITY REQUIREMENTS

Those candidates that pass the written exam, must pass the physical agility standards established by the Chief of Police. The physical agility examination will be posted on the City website for candidates. The results of a physical agility examination will be valid for six months. If more than six months have elapsed since a candidate passed a physical agility examination, he or she must retake the examination.

Prior to taking any physical agility examination, all candidates shall execute a statement that the candidate is in good physical condition and is fully able to take a rigorous physical agility examination with no adverse effects; and release the City and their employees and agents from all liability arising out of the physical agility examination.

SECTION 10. ENTRY LEVEL ORAL INTERVIEW PANEL

The Police Chief shall designate up to three (3) Police Department staff to score oral interviews. The City Manager or his designee shall designate up to two (2) staff members to score oral interview from the City Manager's Office or Human Resources. A minimum interview panel shall consist of three (3) members.

SECTION 11. ORAL EXAMINATION – SUBJECTS OF EXAMINATION

Questions developed by Human Resources or an outside agency shall be asked of the candidate that will enable the interview panel to properly evaluate and grade the candidate on voice and speech, appearance, alertness, ability to present ideas, judgment, emotional stability, self-confidence, and personal fitness for the position. Candidate must score an average of 75% from the interview team panel to pass.

SECTION 12. ORAL EXAMINATION – GRADING OF EXAMINATION

On completion of each oral interview, the Panel will discuss the candidate. The panel will then grade the candidate on a percentage basis. The candidate's final grade will be the average of the panel's grades. Candidates failing to secure the minimum grade of 75% required by the Administrative Directives are automatically eliminated from all further consideration.

SECTION 13. FINGERPRINTS

Candidates for original appointment shall be fingerprinted, with copies of fingerprints sent to those agencies directed by the Act to receive them pursuant to 65 ILCS 5/10-2.1-6.1.

SECTION 14. DISQUALIFICATION DURING HIRING PROCESS

If information is developed in the background investigation or a candidate admits, verbally or in writing, that the candidate has been convicted any of the following offenses, the background investigation will be automatically halted and the information will be presented to the Chief of Police and Human Resources, or his/her designee, for immediate dismissal action. If information is developed in the background investigation or a candidate admits, verbally or in writing, that the candidate has committed, but was not charged or convicted any of the following offences, the information will be reviewed on a case-by-case basis to determine if the background investigation will continue:

Homicide

Homicide: 720 ILCS 5/9 *et seq.*

Kidnapping

Kidnapping: 720 ILCS 5/10-1
Aggravated Kidnapping: 720 ILCS 5/10-2
Unlawful Restraint: 720 ILCS 5/10-3
Forcible Detention: 720 ILCS 5/10-4
Child Abduction: 720 ILCS 5/10-5
Harboring a Runaway 720 ILCS 5/10-6
Aiding and Abetting Child Abduction 720 ILCS 5/10-7

Sex, Prostitution, & Pornography Offenses

Prostitution: 720 ILCS 5/11-14
Indecent Solicitation of a Child: 720 ILCS 5/11-6
Promoting Prostitution: 720 ILCS 5/11-14.3
Patronizing a Prostitute: 720 ILCS 5/11-18
Patronizing a Minor Engaged in Prostitution: 720 ILCS 5/11-18.1
Promoting Juvenile Prostitution: 720 ILCS 5/11-14.4
Sexual Exploitation of a Child: 720 ILCS 5/11-9.1
Aggravated Criminal Sexual Abuse: 720 ILCS 5/11-1.60
Criminal Sexual Abuse: 720 ILCS 5/11-1.50
Public Indecency: 720 ILCS 5/11-30
Child Pornography: 720 ILCS 5/11-20.1
Criminal Sexual Assault: 720 ILCS 5/11-1.20
Aggravated Criminal Sexual Assault: 720 ILCS 5/11-1.30

Aggravated Assault and Battery

Aggravated Assault: 720 ILCS 5/12-2
Criminal Transmission of HIV: 720 ILCS 5/12-5.01
Aggravated Battery: 720 ILCS 5/12-3.05
Reckless Conduct: 720 ILCS 5/12-5

Battery of an Unborn Child: 720 ILCS 5/12-3.1

Domestic Battery: 720 ILCS 5/12-3.2

Intimidation

Intimidation: 720 ILCS 5/12-6

Hate Crime: 720 ILCS 5/12-7.1

Stalking: 720 ILCS 5/12-7.3

Aggravated Stalking: 720 ILCS 5/12-7.4

Compelling Confession of Information by Force or Threat: 720 ILCS 5/12-7

Deception

Deceptive Practices: 720 ILCS 5/17.1

Forgery: 720 ILCS 5/17-3

Impersonating a Police Officer: 720 ILCS 5/17-2

Insurance Fraud: 720 ILCS 5/17-10.5

False Statement to procure credit or debit card: 720 ILCS 5/17-31

Computer Fraud: 720 ILCS 5/17-50

Aggravated Computer Tampering: 720 ILCS 5/17-52

Financial Exploitation of Elderly Person or Person with a Disability: 720 ILCS 5/17-56

Burglary

Burglary: 720 ILCS 5/19-1

Residential Burglary: 720 ILCS 5/19-3

Home Invasion 720 ILCS 5/19-6

Robbery

Armed Robbery: 720 ILCS 5/18-2

Robbery; Aggravated Robbery: 720 ILCS 5/18-1

Vehicular Hijacking: 720 ILCS 5/18-3

Aggravated Vehicular Hijacking: 720 ILCS 5/18-4

Arson

Arson: 720 ILCS 5/20-1

Aggravated Arson: 720 ILCS 5/20-1.1

Offenses Involving Children

Endangering the Life or Health of a Child: 720 ILCS 5/12C-5

Luring of a Minor: 720 ILCS 5/10-5.1

Contributing to the Delinquency of a Minor: 720 ILCS 5/12C-30

Child Abandonment: 720 ILCS 5/12C -10

Disorderly Conduct

False Police Report: 720 ILCS 5/26-1.1; 720 ILCS 5/26-1
Mob Action: 720 ILCS 5/25-1
Looting: 720 ILCS 5/25-4

Firearms

Unlawful Use of a Weapon: 720 ILCS 5/24-1
Unlawful Possession of a Firearm/Ammunition: 720 ILCS 5/24-3.1
Aggravated Discharge of a Firearm: 720 ILCS 5/24-1.2
Reckless Discharge of a Firearm: 720 ILCS 5/24-1.5
Defacing Identification Marks of Firearms: 720 ILCS 5/24-5

Theft

Theft: 720 ILCS 5/16-1 (Felony)
Retail Theft: 720 ILCS 5/16-25 (Felony)
Identity Theft: 720 ILCS 5/16-30

Interference with Public Officer

Resisting, Obstructing, Disarming and Officer: 720 ILCS 5/31-1
Obstructing Justice: 720 ILCS 5/31-4
Refusing to Aid an Officer: 720 ILCS 5/31-8
Concealing or Aiding a Fugitive: 720 ILCS 5/31-5
Aiding Escape: 720 ILCS 5/31-7
Bringing/Possessing Contraband to or into a Penal Institution: 720 ILCS 5/31A-1.1

Interference with Judicial Procedure

Compounding a crime: 720 ILCS 5/32-1
Perjury: 720 ILCS 5/32-2
Communicating with Jurors and Witnesses: 720 ILCS 5/32-4
Tampering with Public Records: 720 ILCS 5/32-8

Official Misconduct

Bribery: 720 ILCS 5/33-1
Official Misconduct: 720 ILCS 5/33-3

Drugs

Manufacture & Delivery of Controlled Substance: 720 ILCS 570/401
Delivery or Possession with Intent to Deliver Controlled Substance: 720 ILCS 570/401.1
Criminal Drug Conspiracy: 720 ILCS 570/405
Delivery to Persons Under 18: 720 ILCS 570/407

Traffic Offenses

Driving under the influence of alcohol and/or drugs (including a plea of guilty in return for court supervision) within 3 years of application date: 625 ILCS 11-501 (a)(1) - (a)(7).

Reckless driving within 3 years of application date: 625 ILCS 11-503

Fleeing or attempt to elude a police officer: 625 ILCS 11-204(b)

Supervising a minor while intoxicated: 625 ILCS 11-507

Additional disqualifying actions:

1. Having illegally sold any controlled substance or drug, including marijuana (or any of its derivatives).
2. Having used Lysergic Acid Diethylamide (LSD), Phencyclidine (PCP), Heroin, Methylenedioxymethamphetamine (MDMA/Ecstasy), Methamphetamine, other hallucinogenic, or any derivative of the aforementioned either synthetic or naturally occurring more than three (3) times or any time within the last five (5) years of application date.
3. Having illegally used any controlled substance or dangerous drug other than marijuana (including, but not limited, to anabolic steroids, cocaine, or amphetamines) other than those drugs lawfully prescribed to him more than three (3) times or any time within the last five (5) years of application date.
4. No person shall be appointed to the Police or Fire department if he or she is determined to be a habitual drunkard or marijuana user. Candidates who continue usage of marijuana after their date of application will be eliminated.
5. Having used prescription drugs not legally prescribed to them, or in a manner not intended. All such instances will be reviewed on a case-by-case basis provided there is no pattern of misuse or abuse.

SECTION 15. POLYGRAPH EXAMINATION

Any candidate for an original position with the Police Department of the City of Bloomington, Illinois shall submit to a polygraph device deceptive test, commonly known as a lie detector test, at such time and place as determined by Human Resources. Refusal of the candidate to take or manipulate the polygraph test (breathing techniques) or failure to pass this examination shall disqualify him to enter upon the duties of the office for which the application for examination was filed. Examples of "failure to pass this examination" include:

- (1) making statements of fact to the polygraph operator inconsistent with statements made orally or in writing to the Board;
- (2) admissions to the operator which establish unfitness for the position applied for;

Statements made to a polygraph operator during an examination, and all written reports thereof, shall be deemed confidential and shall not be the basis for any criminal prosecution.

SECTION 16. MEDICAL EXAMINATION

A candidate receiving a conditional job offer shall submit himself for “medical examination” by a licensed physician designated by the Human Resources. Failure to pass this examination shall eliminate the candidate from further consideration. Notice of such results shall be presented to the City Manager.

Patrol Officer candidates must have corrected or uncorrected vision of 20/30 binocular with worst eye no more than 20/200 and must be able to distinguish red from green for color blindness.

SECTION 17. PSYCHOLOGICAL EXAMINATION

In addition to the medical examination herein provided for, a candidate receiving a contingent job offer shall be required to submit to a “psychological examination” by such psychological service as determined by Human Resources and the Police Department. Refusal of the candidate to take or failure to pass such examination shall eliminate him from further consideration. The term “failure to pass such examination” shall include evidence of any trait which in the Chief of Police’s opinion renders the candidate unfit for employment as a Patrol Officer.

SECTION 18. REQUEST TO HIRE

When a vacancy exists and is approved by the City Manager to fill, the Chief of Police will determine if the City will hire from the experienced officer pool or the entry level list. If the Chief elects to hire from entry level hiring list, the top scores from the list will be pulled and will be determined to be a group of eligibles. The number of candidates pulled will be determined by the Chief or his designee based on the number of vacancies and the number of candidates with the same score. Once the determination is made on the number candidates to be under consideration, those candidates will not be removed if their examination score expires.

SECTION 19. EXPERIENCE HIRE CANDIDATES

The Chief of Police and Human Resources shall follow the established procedures for hiring entry level Patrol Officers when screening experienced Patrol Officer applicants, unless specified differently in this section.

An experienced hire candidate must have 2 years out of the last 3 years employed as a full-time police officer with a municipal, county, or state law enforcement agency.

The candidate must be in good standing or separated from previous department in good standing. The experienced hire candidate must also have successfully completed the Illinois Basic Training Academy or a recognized equivalent.

ILESTB (Illinois Law Enforcement Training and Standards Board) certified candidates are not required to take the written test. Any candidate working as a Patrol Officer outside of

Illinois must complete the entry level written exam. Upon successful completion (physical agility, oral interview process, background and polygraph), the Chief of Police or his/her designee shall make a recommendation of the experienced hire candidate to the City Manager for consideration of hiring. The City Manager or his designee shall approve the final candidate

*Equivalency is determined by the Illinois State Training and Standards Board (ILETSB). The Bloomington Police Department may not contact the board prior to hiring a candidate. If a candidate is determined to be unqualified following the hiring process, they will be required to attend a certified State of Illinois Basic Training Academy.

Candidates, trained in or out of state, may contact ILETSB to verify their qualifications at <http://www.ptb.illinois.gov/>

SECTION 20. SELECTION OF ENTRY-LEVEL CANDIDATE

Upon successful completion of the group of eligible candidates (physical agility, oral interview process, background and polygraph), the Chief of Police or his designee shall make a recommendation of any candidate remaining on the group of eligibles to the City Manager for consideration of hiring. The City Manager shall approve the final candidate.