



Rules and Regulations
of the
Board of
Fire and Police
Commissioners
of the
City of Belleville
State of Illinois

●
EFFECTIVE AS REVISED
October 2, 2025

RULES AND REGULATIONS
of the
BOARD OF FIRE AND POLICE COMMISSIONERS
of the
CITY OF BELLEVILLE
ST. CLAIR COUNTY, ILLINOIS

Printed and Published by the Authority of
the Board of Fire and Police Commissioners

William Stiehl
Chairman

David C. Martinson
Commissioner

Arthur Jacobs, Jr.
Commissioner

Jenny Gain Meyer
Mayor

Garrett Hoerner
City Attorney

INTRODUCTION

The Board of Fire and Police Commissioners of Belleville, Illinois, was established pursuant to an act of the Legislature of the State of Illinois commonly known as the "Fire and Police Commissioners' Act."

On July 1, 1949, this act became effective in the City of Belleville, Illinois, by reason of a legislative amendment thereto. Today, the law governing this body is set forth at 65 ILCS 5/10-2.1-1, et. seq.

The present members of the Board were appointed by the Mayor with the consent of the City Council.

The following rules, regulations, forms, and procedures are designed to carry out the purpose of the law. This manual provides for the appointment and removal of officers according to statute and under the authority vested in the Board by the laws of the State of Illinois.

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STATUTORY AUTHORITY

The Board of Police and Fire Commissioners of the City of Belleville, St. Clair County, Illinois, do hereby adopt 65 ILCS 5/10-2.1 et. seq., and further amendments thereto as the statutory authority for the Board of Fire and Police Commissioners.

RULES AND REGULATIONS
of the
BOARD OF FIRE AND POLICE COMMISSIONERS
of the
CITY OF BELLEVILLE
STATE OF ILLINOIS

As adopted by the Board of Fire and Police Commissioners of the City of Belleville,
Illinois, _____ effective _____

CHAPTER I - ADMINISTRATION

SECTION 1 - SOURCE OF AUTHORITY.

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

SECTION 2 - DEFINITIONS.

The word "Commission" and/or "Board" wherever used shall mean the Board of Fire and Police Commissioners of the City of Belleville, Illinois. The word "Officer" shall mean any person holding a regular office in the Police or Fire Department of the City of Belleville, Illinois. The masculine noun or pronoun includes the feminine. The singular includes the plural, and the plural the singular. The Chiefs of the Police and/or Fire Departments are not covered by the provisions of these rules and are subject to the Mayor and/or City Council as defined by ordinance.

SECTION 3 - MEETINGS.

- a) Regular meetings shall be held monthly, notice shall be posted, and meetings shall be open to the public.

- b) Special meetings shall be open, notice thereof to be posted twenty-four (24) hours prior to convening, called by the filing of a notice in writing with the Secretary of the Board and signed either by the Chairman of the Board or any two members thereof. This notice shall contain a brief statement of the business to be submitted for the consideration of the Board at such special meetings. It shall set forth the time and place of such special meeting, and no other business shall be considered at such special meeting unless by unanimous consent of the Board.

- c) During any regular or special meeting, a closed session may be held upon a proper motion made by any single member of the Board for the purpose of discussing personnel. Closed sessions may be limited to Board members and such invited persons as the Board may deem necessary. The secretary will record the motion to close the meeting, record the roll call vote of the members on said motion and keep minutes of the closed session.

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

SECTION 4 - QUORUM.

A majority of the members of the Board shall constitute a quorum for the conduct of all business.

SECTION 5 - ORDER OF BUSINESS.

The order of business at any meeting shall be:

- a) Reading of the Minutes.
- b) Communications.
- c) Unfinished Business.
- d) New Business.
- e) Adjournment.

SECTION 6 - PROCEDURE.

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

SECTION 7 - AMENDMENTS.

Amendments to the rules of the Board may be made at any meeting of the Board. All amendments shall forthwith be printed for distribution, and notice shall be given of the place or places where said rules may be obtained. Such notice shall be publicly published in a written or electronic form for general circulation in the City according to the State of Illinois statutes. The notice shall specify the date, not less than ten days subsequent to the date of such publication, when the rules shall go into effect.

SECTION 8 - ANNUAL REPORT AND BUDGET REQUEST.

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

CHAPTER II – APPLICATIONS

SECTION 1 - RESIDENCE.

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

SECTION 2 - APPLICATION BLANKS.

Applications for positions shall be filed upon blank forms furnished by the Commission through the City's Personnel Office, Human Resource Department, or the City's website, and applicants must comply with the requirements of said form in every respect. The application must be filed with the Commission prior to taking an examination.

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

The applicant shall furnish with his/her application a copy of all requested preference points, which may include a copy of Military Service Record and Discharge papers, transcripts of higher education degrees, proof of completion of the Illinois Fire Service Institute Fire Academy, proof of employment as a Firefighter or Firefighter-Paramedic pursuant to the Amendatory Act of 1993 of 65 ILCS 5/10-2.1-6.

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

SECTION 3 - DISQUALIFICATION.

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

- a) Who is found lacking in any of the established preliminary requirements for the service for which he or she applies.
- b) Who is physically unable to perform the duties of the position to which he or she seeks appointment.
- c) Who is addicted to the use of intoxicating beverages or is found to have taken or used drugs and/or narcotics illegally.
- d) Who has been convicted of a felony or any misdemeanor involving moral turpitude, as specified in Section 10-2.1-6 of the Board of Fire and Police Commissioners Act.
- e) Who has been dismissed from any public service for good cause.
- f) Who has attempted to practice any deception or fraud in his or her application.
- g) Who may be found disqualified in personal qualifications or health.
- h) Whose character and employment references are unsatisfactory.
- i) Who does not possess a high school education or its equivalent.
- j) Who has applied for a position of a police officer and is or has been classified by his or her Local Selective Service Draft Board as a conscientious objector.

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

SECTION 4 - DEFECTIVE APPLICATIONS.

Defective applications shall be null and void and not eligible for consideration.

SECTION 5 - PHYSICAL AND MEDICAL EXAMINATIONS.

Applicants for original appointment shall be required to submit to a physical and medical examination by a licensed physician.

SECTION 6 - PHYSICAL REQUIREMENTS.

Applicants for the position of Firefighter must meet the valid standards of health and physical aptitude. Candidates for the position of Firefighter must submit, prior to examination, proof of a valid Candidate Physical Agility Test (CPAT) or Peace Officer Wellness Evaluation Report (POWER) Test. The documentation of these must be dated within one (1) calendar year of the date of the written examination. The Board may request any candidate to submit to a physical aptitude examination prior to appointment if such proof of examination has expired.

Just prior to the appointment, applicants will be required to successfully complete a thorough medical evaluation to assess their fitness to perform the duties of the position sought.

SECTION 7 - AGE REQUIREMENTS.

a) ***Police***

As per Illinois statute 65 ILCS 10-2.1(e), applicants who are 20 years of age and who have successfully completed 2 years of law enforcement studies at an accredited college or university may be considered for appointment to active duty with the police department. An applicant who is appointed to active duty shall not have the power of arrest, nor shall the applicant be permitted to carry firearms, until he or she reaches 21 years of age. If 21 years of age or older, per 65 ILCS 10-2.1(h), no person shall be appointed to the police if he or she does not possess a high school diploma or an equivalent high school education. Proof of birth date and a high school diploma or equivalent will be required at the time of application.

Furthermore, as per Illinois statute 65 ILCS 5/10-2.1-6, all applicants for a position in the police department shall be under thirty-five (35) years of age. 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 ten (10) years of active military duty. The age limitation in the subsection does not apply to any person previously employed as a policeman in a regularly constituted police or fire department of:

- a) any municipality, regardless of whether the municipality is located in Illinois or in another state, or
- b) to any person who has served as an auxiliary police officer under Section 3.1-30-20 for at least five (5) years and is under forty (40) years of age,
- c) to any person who has served as a deputy under Section 3-6008 of the Counties Code and otherwise meets necessary training requirements, or
- d) to any person who has served as a sworn officer as a member of the Illinois State Police.

b) ***Fire***

No person under the age of 21 shall be eligible for employment as a firefighter. No person who is 35 years of age or older shall be eligible to take an examination for a position as a firefighter unless the person has had previous employment status as a firefighter in the regularly constituted fire department of the municipality, except as provided in 65 ILCS 5/10-2.1-6.3. The age limitation does not apply to:

- a) Any person previously employed as a full-time firefighter in a regularly constituted fire department of any municipality or fire protection district located in Illinois or a fire protection district whose obligations were assumed by a municipality under Section 21 of the Fire Protection District Act or a municipality whose obligations were taken over by a fire protection district.
- b) Any person who has served a municipality as a regularly enrolled volunteer, paid-on-call, or part-time firefighter.
- c) Any person who turned 35 while serving as a member of the active or reserve components of any of the branches of the Armed Forces of the United States or the National Guard of any state, whose service was characterized as honorable or under honorable, if separated from the military, and is currently under the age of 40.

Proof of birth date will be required at the time of application.

SECTION 8 - NOTICE OF ACCEPTANCE.

The Board Designee will notify all applicants whose applications have been accepted by the Board to present for orientation and subsequent examination with proof of a valid physical aptitude test card.

SECTION 9 - RELEASE OF LIABILITY.

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

CHAPTER III – EXAMINATIONS

Original Appointments

SECTION 1 - NOTICE OF EXAMINATIONS.

a) **Police and Fire**

Examinations shall be held on the dates fixed by the Commission and publicly advertised in written or electronic form according to the State of Illinois statutes. Examinations may be postponed, however, by order of the Commission, which order shall state the reason for such postponement and shall designate a new date for the said examination. Applicants shall be notified of the postponement of any examination and of the new date fixed for the said examination.

SECTION 2 - EXAMINATIONS.

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

- a) The time and place where such examination will be held.
- b) Applications will be received for at least a two-week period, which shall terminate at least seven (7) days before the orientation or test date.
- c) The position to be filled from the resulting eligibility list.

SECTION 3 - TYPE OF EXAMINATION.

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

SECTION 4 - EXAMINATIONS- MINIMUM GRADE.

The Board may conduct the following examinations. The sequence of testing may vary at the discretion of the Board. Failure to achieve the minimum passing grade in any examination disqualifies the applicant from further participation.

a) **Police**

<u>Examinations</u>	<u>% of Total Grade</u>	<u>Minimum Passing</u>
Orientation	--	When Applicable
Written Test	--	Pass or Fail
Physical Aptitude Test	--	Pass or Fail
Background Investigation	--	Pass or Fail
Polygraph Test	--	Pass or Fail

Psychological Examination	--	Pass or Fail
Medical Examination	--	Pass or Fail
Oral Test (Interview)	--	Pass or Fail

Note:

To any person entitled to the cadet or military preference whose name appears on the register of eligible, the Board shall add five (5) points (65 ILCS 5/10-2.1-9) upon the applicant's request.

b) *Fire*

<u>Examinations</u>	<u>% of Total Grade</u>	<u>Minimum Passing</u>
Orientation	--	Attendance Mandatory
Written Test	--	*
Physical Aptitude Test	--	Pass or Fail
Background Investigation	--	Pass or Fail
Polygraph Test	--	Pass or Fail
Ladder Climb Test	—	Pass or Fail
Medical Examination	--	Pass or Fail
Oral Test (Interview)	--	*

*To be announced by the Board prior to conducting the examination and may vary based upon the examination or the testing agency used by the Board.

Note:

To any person entitled to the cadet or military preference whose name appears on the register of eligible, the Board shall add five (5) points (65 ILCS 5/10-2.1-9) upon the applicant's request.

SECTION 5 - ORIGINAL APPOINTMENT- PHYSICAL APTITUDE TEST.

All applicants will be required to submit themselves to a physical aptitude test, either the Candidate Physical Agility Test (CPAT) or the Peace Officer Wellness Evaluation Report (POWER) Test. Only candidates who have passed one of the stated physical aptitude tests within one (1) calendar year of the date of the written examination and provide proof of such will be permitted to participate in the Written Examination.

SECTION 6 - ORIGINAL APPOINTMENT- WRITTEN EXAMINATIONS.

Information as to the type of written examination employed by the Board will be provided. All examination papers shall be and remain the property of the Board. The grading thereof by the Board shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description. Candidates who fail to achieve a passing grade will be notified and eliminated from all further consideration.

SECTION 7 - ORIGINAL APPOINTMENT- ORAL EXAMINATION.

All Commissioners shall participate in the Oral Examination, except wherein one Commissioner is absent due to illness or when matters of an emergency nature preclude his attendance. In no event shall less than two (2) Commissioners conduct the Oral. Questions shall be asked of the Candidates that will enable the Commissioners to properly evaluate and grade the candidates on speech, alertness, ability to communicate, judgment, emotional stability, self-confidence, social skill, and general fitness for the position. On completion of each Oral Examination, the Commissioners will discuss the Candidate's abilities using the traits listed above. Each Commissioner will then evaluate the Candidate. Candidates who fail to appear for the oral examination will be notified and eliminated from all further consideration.

a) **Police**

Police candidates who fail to achieve a passing score will be notified and eliminated from all further consideration. A passing score in regard to this section will consist of the candidate having an average score from the Commissioners totaling 60% of the allotted points or higher.

SECTION 8 - INITIAL ELIGIBILITY REGISTER.

The Commissioners will prepare an "Initial Eligibility Register" of the candidates successfully completing the orientation (when applicable), written test, physical aptitude test, and oral interview.

The candidates will be listed in order of excellence based on their final weighted score.

This register is subject to change with the addition of preference points prescribed by 5/10-2.1 and 5/10-2.1-9 of the Act.

A dated copy of the Initial Eligibility Register shall be sent to each person appearing thereon. Candidates who are eligible for veteran or cadet preference points shall make a claim in writing with proof thereof within ten (10) days after the date of the eligibility list, or such claim shall be deemed waived.

a) **Police**

In the event that multiple candidates have identical final weighted scores, placing them in a tie for a particular position in the ranking order, those candidates will be placed in order of excellence, to break that tie, based on:

- a) Their written test scores results
- b) Their oral test scores results
- c) If they were awarded any military or part-time police academy points

SECTION 9 - FINAL ELIGIBILITY REGISTER.

a) The Commissioners will prepare a "Final Eligibility Register," which shall include claimed veteran or cadet preference points.

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

c) **Police**

Appointment from this Final Eligibility Register is subject to satisfactorily passing an in-depth Psychological Examination, a Polygraph Test, Background Investigation, and a thorough Medical Examination (which may include a test of the applicant's vision, hearing, for the presence of communicable diseases as well as a test to screen for the use of drugs and/or narcotics) and an oral (test) interview.

d) **Fire**

Appointment from this Final Eligibility Register is subject to satisfactorily a Polygraph Test, Background Investigation, Aerial Ladder Climb Test and a thorough Medical Examination (which may include a test of the applicant's vision, hearing, for the presence of communicable diseases as well as a test to screen for the use of drugs and/or narcotics) and an oral (test) interview.

SECTION 10 - BACKGROUND INVESTIGATION - FINGERPRINTING.

Each applicant must submit himself/herself for a Personal History Questionnaire (to investigate job history, finances, references, criminal history, and social media profiles), fingerprints, and photographs as requested by the Board. Such background items will be taken and collected by the Police Department of the City of Belleville, Illinois, and evaluated through state and federal databases.

SECTION 11 - PROFESSIONAL EXAMINATIONS AND TESTS.

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

- b) Any applicant for original appointment to the Fire or Police Department of the City of Belleville, Illinois, shall be required to submit to a Polygraph Device Deceptive Test, commonly known as a Lie Detector Test, at such time and place as the Board may in writing designate. Such test shall be given without expense to the applicant. Failure of the applicant to take or successfully complete such test shall disqualify him/her from entering upon the duties of the office for which the application for examination was filed.

- c) Medical Examinations shall be performed by a licensed physician.

- d) Each applicant for original appointment to the Fire Department shall submit to an Aerial Ladder Climb Test. The Aerial Ladder Climb Test will be conducted at such time and place as the Board may designate. The Aerial Ladder Climb Test will be conducted under the direction of a Fire Department representative at no cost to the applicant. Failure of the applicant to take or successfully complete such test shall eliminate himself/herself from further consideration.

SECTION 12 - PROBATIONARY APPOINTMENT.

a) ***Police***

All vacancies to the Police Department shall be filled by either a lateral hire or by individuals from the Final Eligibility Register in the order in which their names appear on the register, and having met all requirements previously listed.

All original appointments to the Police Departments shall be for a probationary period of eighteen (18) months.

b) ***Fire***

All vacancies to the Fire Departments shall be filled by individuals from the Final Eligibility Register in the order in which their names appear on the register, and having met all requirements previously listed.

All original appointments to the Fire Departments shall be for a probationary period of twelve (12) months.

- c) Any person whose name appears on the Final Eligibility Register may decline the appointment in writing. It shall be the option of the Board to strike from or maintain upon the register the name of such candidate without otherwise altering the candidate's original position on the Final Eligibility Register.

SECTION 13 - CERTIFICATION.

a) Police

Final certification of probationary Police Officers shall be subject to successful completion of the Basic Training Course as provided by the Illinois Governmental Law Enforcement Officers Training Board within the prescribed probationary period.

b) Fire

Final certification of Probationary Firefighters shall be subject to the successful completion of and certification in the Basic Operations Firefighter Course, Hazardous Materials Operations Course, Fire Service Vehicle Operator Course and Vehicle and Machinery Operation Course as prescribed by the Office of the State Fire Marshal, Division of Personnel Standards and Education and successful completion of a Fire Academy of the Department's choice within the prescribed probationary period. Probationary Firefighters shall also complete all coursework and be certified in the National Incident Management System (NIMS) Courses NIMS 100, NIMS 200, and NIMS 700, and the Courage to Be Safe/Everyone Goes Home Program. Inability to successfully complete the above-listed course shall be grounds for dismissal.

CHAPTER IV – POLICE LATERAL HIRES

SECTION 1 – LATERAL HIRE DEFINITION.

For purposes of these Rules, a *lateral hire* is defined as an applicant who has been previously employed as a full-time or part-time sworn law enforcement officer or military police in a regularly constituted and legally recognized law enforcement agency, and who meets the certification standards outlined below.

a) In-State Full-Time Certification

1. Must possess a full-time law enforcement officer certification issued by the Illinois Law Enforcement Training and Standards Board (ILETSB).
2. Must have been employed as a full-time, sworn officer with a minimum of one year of continuous service.
3. Must have separated from their prior agency in good standing.

b) In-State Part-Time Certification

1. Part-time ILETSB certification alone does not qualify an applicant for lateral hire status.
2. An officer who holds a part-time certification must have been employed with a minimum of two (2) years of continuous service.
3. Must have separated from their prior agency in good standing.
4. Must complete the training necessary to obtain full-time ILETSB certification.

c) Out-of-State Lateral Candidates (Reciprocity): Certification issued by another state will be accepted only if it is recognized by ILETSB through its Out-of-State Trained Reciprocity Process. At a minimum, candidates must:

1. Have successfully completed a POST-certified basic law enforcement academy with a curriculum deemed equivalent to Illinois standards.
2. Have completed at least one year of full-time law enforcement service in the certifying state.
3. Have no break in service greater than six (6) months prior to submission of the reciprocity waiver.
4. Must complete the ILETSB Equivalency Certification Exam and any additional training assigned by ILETSB, such as:
 - o 120-hour Transition Academy (for officers with less than two years of service).

- 118-hour Law for Police Course and 4-hour Firearms Training (for officers with two or more years of service).
- Any other supplemental training as directed by ILETSB.

d) Military Reciprocity: Applicants who previously served as Active Component Military Police may be eligible under ILETSB's Military Reciprocity standards. Minimum requirements include:

1. Possession of a recognized Military Police MOS (Army 31A/31B/31K; Marine Corps 5803/5811-5819; Air Force 3P051/3P071/3P091; Navy Master-at-Arms).
2. Completion of branch Basic Military Police Training and at least two (2) years of military law enforcement experience, with separation from service on or after December 22, 2018.
3. Honorable discharge documented on DD-214.
4. Must complete all ILETSB-required transition training, including at minimum the 118-hour Law for Police Course, 40-hour Comprehensive Mandate Course, and the Certification Exam.

Note: National Guard and Reserve Military Police service does not qualify for reciprocity.

e) Exclusions: Reserve, auxiliary, volunteer, or non-sworn police service does not satisfy the requirements for lateral hire status under these Rules.

SECTION 2 – APPLICATIONS.

Applicants applying for lateral hire with the Belleville Police Department must comply with Chapter II Applications: Sections 1, 2, 3, 4, 5, 6, and 7. Lateral hire applicants will forgo Sections 8 and 9 as they pertain to the "Physical Aptitude Test" but will have to comply with Section 5, Physical and Medical Examination, and Section 6, Physical Requirements. Lateral hire applicants who are required to complete the Police Academy will need to comply with the Police Academy's physical aptitude test.

SECTION 3 – EXAMINATIONS.

Lateral hire applicants do not participate in the examination process as outlined in Chapter III, Examinations. Lateral hire applications can be accepted at any time and submitted to a designee of the Chief of Police. The applicant will undergo a Background Check, Polygraph Test, and Psychological Evaluation. The lateral hire applicant will forgo the Orientation, Written Test, Physical Aptitude Test, and Oral Test (Interview). Moreover, Sections 1, 2, 3, 4, 5, 6, 7, 8, and 9 of Chapter III do not apply to lateral hires. Sections 10, 11, 12, and 13 are required before the applicant is considered for hire.

Lateral hire applicants will be placed on an eligibility list according to their date of application and completion of the background check. The Chief of Police, at his/her discretion, may submit any lateral hire applicant from the list who passes the above-mentioned examination process to the Board of Fire and Police Commissioners for consideration to hire.

CHAPTER V- PROMOTIONAL EXAMINATIONS

SECTION 1 - GENERAL.

The Board, by its rules, shall provide for promotion in the Fire and Police Departments on the basis of ascertained merit and seniority in service and examination, and shall provide in all cases, where it is practicable, that vacancies shall be filled by promotion. All examinations for promotion shall be competitive among such members of the next lower rank with a minimum of three (3) years of service, as they desire to submit themselves to examination. All promotions shall be made from the three (3) having the highest rating, and where there are less than three (3) names on the promotional eligibility register, as originally posted, or remaining thereon after appointments have been made therefrom, appointments to fill existing vacancies shall be made from those names or name remaining on the promotional register. The method of examination and the rules governing examinations for promotion are specified below. The Board shall strike off the names of candidates for promotional appointment after they have remained

- a. 20 points possible for certifications in accordance with the Collective Bargaining Agreement between the City of Belleville and Belleville Firefighters Local 53
- b. Maximum 5 points possible for educational degrees as listed below.

<u>Higher Education Degree</u>	<u>Point Value</u>
Associate’s Degree	2 Points
Associate’s Degree – Fire Science	2.5 points
Bachelor’s Degree	4 Points
Bachelor’s Degree – Fire Science	4.5 Points
Master’s Degree	5 Points

- b) Written Examination shall be conducted and graded in accordance with 50 ILCS 742/35
- c) The Commission, in determining next in order of rank in promotional examinations, herewith determines a policy of extending the examination successfully through all the orders of rank in the services in an endeavor to qualify suitable eligible for the vacancy or vacancies existing before extending the examination to the general public.

SECTION 2 - TOTAL SCORE.

a) A candidate's total score shall consist of the combined scores of the merit/efficiency rating, written examination, oral examination, plus seniority and veterans' preference points. Candidates shall take rank upon a promotional eligibility register in the order of their relative excellence as determined by their total score.

b) ***Police***

In the event that multiple candidates have identical final combined scores, placing them in a tie for a particular position in the ranking order, those candidates will be placed in order of excellence, to break that tie, based on the candidates’ seniority.

SECTION 3 - PROMOTIONAL VACANCY.

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

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

SECTION 1 - RANK.

a) ***Police and Fire***

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

SECTION 2 - CLASSIFICATION.

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

SECTION 3 - OATH OF OFFICE.

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

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

Signed _____

Subscribed and sworn to before me this _____ day of _____, 20_____

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

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

SECTION 1 - HEARING OF CHARGES.

- a) Hearings before the Board are not common law proceedings. The provisions of the "Code of Civil Procedure" do not apply to hearings before the Board.
- b) "Counsel" as used herein means: One who has been admitted to the bar as an Attorney at Law in this State.
- c) No rehearing, reconsideration, modification, vacation, or alteration of a decision of the Board shall be allowed.
- d) "Cause" is some substantial shortcoming which renders continuance employment in some way detrimental to the discipline and efficiency of the public service and something which the law and sound public opinion recognize as cause for the officer no longer occupying the position.

The right to determine what constitutes cause is in the Board.

e) Police

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

f) Fire

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

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

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

- i) At the time and place of hearing, both parties may be represented by counsel if they so desire.
- j) All proceedings before the Board during the conduct of the hearing shall be recorded by a court reporter to be employed by the Board.
- k) The records of all hearings will not be transcribed by the reporter unless requested to do so by the Board or any party of interest.
- l) All witnesses shall be sworn prior to testifying, and the matter will be decided by the Board solely on the evidence presented at the hearings.

m) ***Police***

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

n) ***Fire***

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

SECTION 2 - HEARING PROCEDURE.

- a) COMPLAINTS: In all cases, written complaints shall be filed in quintuple, setting forth a plain and concise statement of the facts upon which the complaint is based.
- b) PROBABLE CAUSE: The Board shall have the right to determine whether there is or is not probable cause for hearing a complaint and may conduct such informal hearings as may be necessary for such purpose.
- c) NOTIFICATION OF HEARING: Upon the filing of a complaint in quintuple with the Secretary of the Board, and the determination by the Board of proper cause for entertaining said complaint, the Secretary of the Board shall notify both the complainant and respondent, either by registered or certified mail, return receipt requested, or personally, of the time and place of the hearing of the charges contained in the Complaint. The respondent shall also be served with a copy of the complaint, and if an Order of Suspension Pending a Hearing is entered by the Board, the respondent, the complainant, the Chief of the Department, the treasurer, comptroller, manager, or other finance officers of the municipality shall be notified of the entry of such Order of Suspension Pending a Hearing and be served either personally or by registered or certified mail, return receipt requested, with a copy of such Order.
- d) CONTINUANCES: The matter of granting or refusing to grant a continuance of a hearing is within the discretion of the Board.
- e) STIPULATIONS: Parties may, on their own behalf, or by Counsel, stipulate and agree in writing, or on the record, as to evidenced guilt. The facts so stipulated shall be considered as evidence in the proceeding.

In the event a respondent has been suspended pending a hearing and desires a continuance, it shall also be stipulated and agreed that in the event said respondent is to be retained in his position as the result of a

decision of the Board following a hearing of the cause, then no compensation shall be paid to said respondent during the period of said continuance.

f) SUFFICIENCY OF CHARGES-OBJECTIONS TO: Motions or objections to the sufficiency of written charges must be filed or made prior to or at the hearing before the Board.

SECTION 3 - SUBPOENAS.

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

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

SECTION 4 - SERVICE.

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

SECTION 5 - FILING.

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

SECTION 6 - FORMS OF PAPER.

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

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

c) All paper shall be no longer than 8 ½" x 11" with inside margins not less than one inch.

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

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

SECTION 7 - COMPUTATION OF TIME.

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

SECTION 8 - SUSPENSION.

a) The Board may suspend any member of the Fire or Police Department against whom charges have been preferred, pending a hearing of the charges by the Board, but not to exceed thirty (30) days, without pay, at any one time.

b) ***Fire***

The Chief of the Fire Department shall have the right to suspend any firefighter under his command for a period of not to exceed five (5) days, providing no charges on the same offense have been filed and are pending before the Board, and he shall notify the Board in writing within twenty-four (24) hours of the time of such suspension. Any firefighter so suspended may appeal to the Board for a review of the suspension within five (5) days after receiving notice of such suspension by filing a notice of appeal in writing with the Secretary of the Board of Fire and Police Commissioners. A hearing shall be had upon such appeal, and due notice is given to the Chief of the Fire Department who suspended the firefighter and to the firefighter so suspended. The burden of establishing that a suspension is warranted shall be upon the individual bringing the appeal.

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

c) ***Police***

The Chief of the Police Department shall have the right to suspend any Command Officer (Captain or Lieutenant) under his command for a period not to exceed five (5) days, providing no charges on the same offense have been filed and are pending before the Board. The Chief shall notify the Board in writing within twenty-four (24) hours of such suspension. Any Captain or Lieutenant so suspended may appeal to the Board for a review of the suspension within five (5) days after receiving notice of such suspension by filing a notice of appeal in writing with the Secretary of the Board of Fire and Police Commissioners. A hearing shall be held upon such appeal, and due notice shall be given to the Chief of the Police Department. The burden of establishing that a suspension is unwarranted shall be upon the Captain or Lieutenant bringing the appeal.

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

In the event a bargaining unit employee, with the approval of the Labor Council, elects to have discipline referred to arbitration, the following will apply: The Chief of the Police Department may impose a suspension given under his statutory authority, or a suspension which is within the Board of Fire and Police Commissioners jurisdiction to impose, demote or discharge any sworn officer holding the rank of Master Sergeant, Sergeant, Police Officer, or any other sworn union position under his command prior to and subject to the outcome of the arbitration procedure in accordance with Section 5.01 – Rights of Employees of the Collective Bargaining Agreement Lodge 226.

SECTION 9 - DISCHARGE OR SUSPENSION AFTER HEARING.

a) Discharge from office or suspension from service in the Fire or Police Department shall be in compliance with the Fire and Police Commissioners Act of the State of Illinois, being Division 2, Sections 5/10-2.1-1 through 5/10-2.1-30, inclusive, of Chapter 65 of the Illinois Compiled Statutes.

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

SECTION 10 - DATE OF HEARING.

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

SECTION 11 - FINDINGS AND ORDER.

In case any member of the Fire or Police Department shall be found guilty of the charges preferred against him after a hearing by the Board, he may be removed, discharged, or suspended for a period not exceeding thirty (30) days, without pay. Upon an appeal, the Board may sustain the action of the Chief, may reverse it, in whole or *in part*, or may suspend the officer or firefighter for an additional period of not more than thirty (30) days, or discharge him depending on the facts presented.

SECTION 12 – RULES - CONFLICT.

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

SECTION 13 - POLITICAL CONTRIBUTIONS.

No person in the Fire Department or Police Department of the City of Belleville, Illinois, shall be under any obligation to contribute any funds to render any political service, and no such person shall do so or be removed or otherwise prejudiced for refusing to do so. No person in the Fire Department or the Police Department of the City of Belleville, Illinois, shall discharge or promote or reduce, or in any manner change the official rank or compensation of any other person in such service, or promise or threaten so to do, for withholding or refusing to make any contribution of money or service or any other valuable thing for any political purpose, or in any other manner, directly or indirectly, use his official authority or influence to compel or induce any other person to pay or render any political assessment, subscription, contribution or service.

SECTION 14 - VIOLATION OF RULES.

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

SECTION 15 - VIOLATION OF LAW.

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

SECTION 16 - FINDINGS AND DECISION.

The findings and decision of the Board, following a hearing of charges, shall be preserved by the Secretary, and notice of said finding and decision sent to the officer involved and the department head for

enforcement. If the finding or decision is that an officer or employee is guilty of charges investigated, and removal or discharge is ordered, such order of removal or discharge shall become effective forthwith. (See Section 9 of this Chapter VII).

CHAPTER VIII- GENERAL

SECTION 1.

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

SECTION 2.

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

SECTION 3.

Amendments to the Rules of the Board may be made at any meeting of the Board. Notice shall be publicly published in a written or electronic form for general circulation in the municipality in accordance with the statutes of the State of Illinois, specifying where such Rules are available for inspection. The notice shall specify the date, not less than ten (10) days subsequent to the date of such publication when said Rules shall become effective.

SECTION 4 - LEAVE OF ABSENCE.

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

SECTION 5 - REDUCTION, DISPLACEMENT, AND ABOLITION OF RANKS & GRADES.

When the force of the fire department or of the police department is reduced, and positions displaced or abolished, seniority shall prevail, and the officers and members so reduced in rank or removed from the service of the fire department or of the police department shall be considered furloughed without pay.

SECTION 6 - RESTORATION OF RANKS & GRADES ONCE REDUCED, DISPLACED, OR ABOLISHED.

If any positions which have been vacated because of reduction in forces or displacement and abolition of positions are reinstated, such members and officers of the fire department or of the police department as are furloughed from the said positions shall have prior right to said positions, and in all cases, seniority shall prevail provided the member or officer seeking reinstatement therein shall be physically and medically qualified to perform the duties of the position to which he seeks reinstatement.

SECTION 7 - CONTINUITY OF SERVICE.

Absence due to illness or disability, leaves of absence duly granted by the City Council, absence of members or officers discharged after an investigation by the Board and later reinstated to his position by negotiation, court action, or otherwise, and absence while serving in the Armed Forces during the time of war or national emergency, shall not be construed as breaking the continuity of service.

SECTION 8 - RE-ENTRY.

a) ***Police***

Any officer or member of the police department voluntarily leaving the service thereof will, if they re-enter the said service, be considered a new officer for the purpose of the officer's departmental seniority and obligated by the Probationary Appointment (Chapter III, Section 12). The officer's pay rate may be reapplied at the rate of pay in which the officer voluntarily left, with the approval of the Chief of Police.

b) ***Fire***

Any officer or member of the fire department voluntarily leaving the service thereof will, if they re-enter the said service, be considered a new firefighter.

SECTION 9 - VACANCIES.

A vacancy shall be deemed to exist when the person holding that rank or grade shall have been separated from the service by death, resignation, or by duly authorized and legal modes; provided, however, any rank or grade of service held by an officer or member who is not present for active duty because of illness or disability, or because of leave of absence duly granted, or because of discharge by the Board of Fire and Police Commissioners, after an investigation which is not final by law, shall not be deemed vacant.

Appendix A

GRADING PROCEDURE
POLICE DEPARTMENT
PROBATIONARY PATROLMAN
Effective October 2, 2025

45 points.....Written Examination

40 points.....Oral Interview

15 points.....Education

5 points - Any Associate's Degree*

5 points - Any Bachelor's Degree *

5 points - Any Master's Degree*

5 points.....Bonus points for veterans of the military service

**Documentation must be provided for all requested preference points with the submitted application. The final eligibility list, which includes all preference points, will be established in numeric descending order.*

APPROVED:

William Stiehl

Chairman

David C. Martinson

Commissioner

Arthur Jacobs, Jr.

Commissioner

Appendix B

GRADING PROCEDURE **POLICE DEPARTMENT** PROMOTIONAL Effective October 2, 2025

30 points.....Written Examination

30 points.....Oral Interview

20 points.....Department Merit and Performance (Calculated at 5-point increments)

5 points.....Years of Service (Calculated 0.5 points per year for a maximum of 10 years)

15 points.....Education:

5 points - Any Associate's Degree*

5 points - Any Bachelor's Degree*

5 points - Any Master's Degree*

**Documentation must be provided for all requested preference points with the submitted application. The final eligibility list, which includes all preference points, will be established in numeric descending order.*

APPROVED:

William Stiehl
Chairman

David C. Martinson
Commissioner

Arthur Jacobs, Jr.
Commissioner

Appendix C

GRADING PROCEDURE **FIRE DEPARTMENT** PROBATIONARY FIREFIGHTER Effective October 2, 2025

- 100 Points.....Written Examination
- 5 Points.....Veteran’s Points for one (1) year of Active-Duty Military Service*
- 5 Points.....Academy Points for Illinois Service Institute Fire Academy Graduate*
- Up to 5 Points.....Firefighter/EMS Points: In accordance with the provisions of 65 ILCS Amendatory Act of 1993*
- Up to 5 Points.....Educational Points
 - 5 Points – Master’s Degree*
 - 4 Points – Bachelor’s Degree Fire Science*
 - 3 Points – Bachelor’s Degree*
 - 2 Points - Associate’s Degree Fire Science*
 - 1 Points – Associate’s Degree*

**Documentation must be provided for all requested preference points with the submitted application. The final eligibility list, which includes all preference points, will be established in numeric descending order.*

APPROVED:

William Stiehl
Chairman

David C. Martinson
Commissioner

Arthur Jacobs, Jr.
Commissioner

Appendix D

GRADING PROCEDURE FIRE DEPARTMENT PROMOTIONAL Effective October 2, 2025

<u>Engineer and Captain Examination Components</u>	<u>% of Total Grade</u>
Written Examination	40%
Seniority	15%
Ascertained Merit	25%
Subjective Evaluation	20%

<u>Battalion Chief and Assistant Chief Examination Components</u>	<u>% of Total Grade</u>
Written Examination	40%
Seniority	10%
Ascertained Merit	25%
Subjective Evaluation	25%

- *Written Examination shall be conducted and graded in accordance with 50 ILCS 742/35*
- *Seniority Points shall be calculated in accordance with the Collective Bargaining Agreement*
- *Ascertained Merit Points up to 25 total points calculated in accordance with the Collective Bargaining Agreement*
- *20 points possible for certifications in accordance with the Collective Bargaining Agreement*
- *Maximum 5 points possible for educational degrees as listed below.*

<u>Higher Education Degree</u>	<u>Point Value</u>
Associate's Degree	2 Points
Associate's Degree – Fire Science	2.5 points
Bachelor's Degree	4 Points
Bachelor's Degree – Fire Science	4.5 Points
Master's Degree	5 Points

APPROVED:

William Stiehl
Chairman

David C. Martinson
Commissioner

Arthur Jacobs, Jr.
Commissioner