

Background on Part Time Police Officer Ordinance

Illinois State Statute requires that a “municipality that employs part time police officers shall, by ordinance, establish hiring standards for part time officers and shall submit those standards to the Illinois Law Enforcement Training Standards Board”.

As a Nationally Accredited Police Agency, BHPD is determined to maintain the highest standards for part time police officers and will require that any part time officers employed by the Village meet the same selection and training processes that are currently required for full time officers.

Barrington Hills Labor Attorney firm of Clark Baird & Smith drafted the ordinance which was reviewed by Bond, Dickson & Associates to ensure compliance.

This item is on the Barrington Hills BOT agenda for vote to approve the new Part Time Police Officer Ordinance.

AN ORDINANCE TO ESTABLISHING THE HIRING STANDARDS FOR PART-TIME POLICE OFFICERS

WHEREAS, the Village of Barrington Hills (“Village”) is a home rule municipality pursuant to Article VII, Section 6 of the Constitution of the State of Illinois, and as such is authorized to take all reasonable action pertaining to its affairs in accordance therewith; and

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/3.1-30-21, authorizes the Village to appoint, discipline, and discharge part-time police officers, provided that the Village establishes, by ordinance, the hiring standards for part-time police officers and submits those standards to the Illinois Law Enforcement Training Standards Board; and

WHEREAS, Barrington Hills Police Department General Order 6070 establishes the hiring standards for full-time police officers; and

WHEREAS, the Village Board has determined that it is in the best interest of the Village adopt an ordinance establishing the same hiring standards for part-time police officers as those set forth Barrington Hills Police Department General Order 6070 for full-time police officers and to authorize the Police Chief to submit those standards to the Illinois Law Enforcement Training Standards Board.

NOW, THEREFORE, BE IT ORDAINED by the Village President and Board of Trustees of the Village of Barrington Hills, as a home rule municipality located in the Counties of Cook, Kane, Lake and McHenry, Illinois, the following:

SECTION ONE: The recitals set forth above are incorporated herein and made a part hereof.

SECTION TWO: The Village hereby adopts as the hiring standards for part-time police officers the same hiring standards that are set forth in Barrington Hills Police Department General Order 6070 for full-time police officers, as currently in effect or as hereinafter amended.

SECTION THREE: The Village hereby authorizes the Police Chief to submit this Ordinance and the hiring standards that are set forth in Barrington Hills Police Department General Order 6070 to the Illinois Law Enforcement Training Standards Board.

SECTION FOUR: This Ordinance shall take effect immediately upon its passage and its publication in pamphlet form in the manner provided by law.

Ayes: Nays: Absent:

PASSED AND APPROVED by the President and Board of Trustees of the Village of Barrington Hills, Illinois, this 28th day of September, 2015.

APPROVED:

ATTEST:

Village President

Village Clerk

BARRINGTON HILLS POLICE DEPARTMENT



Subject: Selection

General Order: 6070

Issued: February 29, 2003
Effective Date: March 30, 2003
Termination Date: N/A

Rescinds:

Amended Date: March 2, 2015

Reference CALEA Standards:
32.1.1, 32.1.5, 32.1.6, 32.1.7,
32.2.1, 32.2.2, 32.2.6, 32.2.8, 32.2.9

PURPOSE: To establish guidelines for the selection of all full-time personnel. The Department is an Equal Opportunity Employer and utilizes selection criteria and practices that have been determined to be nondiscriminatory. The goal of the selection process is to choose individuals who best possess the skills, knowledge and abilities necessary for success in the position applied for.

POLICY: It is the policy of the Barrington Hills Police Department to maintain an efficient, effective, and fair employee selection process.

PROCEDURE:

I. Authority– Village Ordinance Chapter 1, section 1- 6- 8: (b)

"The Chief of Police shall direct the administration and operations of the Police Department and be responsible for the faithful and efficient conduct and operation of the Department. In addition to execution of the policies transmitted to him by the Village President and to performance of such duties as may be imposed by law and the ordinances of the Village, he shall establish such policies, directives, rules and regulations for the administration and operations of the Department as he shall determine to be appropriate. **The Chief of Police shall serve as appointing authority for appointments to any position within the Department other than his own**, and shall have the power to suspend or dismiss any Police Officer or Department employee, consistent with the provisions of State law, related ordinances of the Village, and any specific rules or regulations established by the Village Board of Trustees not in conflict therewith."

II. Probationary Period

Each newly hired member will serve a 1 year probationary period from their date of hire. **(32.1.1)**

III. Selection Process

A. The Department has established job-related criteria for entry level personnel. (See section B.)

1. These criteria have been determined to be indicators of future job performance success.
2. All elements of the selection process for all full-time personnel will be administered, scored, evaluated, and interpreted in a uniform manner. Elements include: (see below) **(32.1.3)**
 - a. Oral Interview / Application Review – scored
 - b. Background Investigation
 - c. Police Committee Interview – not scored (N/A for Police-Assistant positions)
 - d. Physical Agility (N/A for Police Assistant positions)
 - e. Polygraph Examination
 - f. Psychological Examination
 - g. Medical Examination

- B. Applicants must meet the following criteria:
1. Submit a completed and signed Police Department Application.
 - a. Applicants who are currently employed civilian employees in the Barrington Hills Police Department may submit a memorandum of interest in lieu of a formal application.
 - b. All applications/memorandums will be considered on merit without regard to race, gender, ethnicity, life-style or social status.
 2. Must be 21 Years of Age at the time the application is submitted for police officer, 18 years of age for Police Assistant.
 3. Possess a minimum of a 30 credit hours from an Accredited College or University. (N/A for civilian applicants)
 4. Illinois State Certified Police Officer or currently employed Barrington Hills Police civilian employee:
 - a. Applicants certified in another state must meet the requirements of the Illinois Law Enforcement Training and Standards Board to have their certification transferred to Illinois.
 - b. Presently employed as a Full-Time Police Officer for a period of not less than 2 years with their present Department.
 - c. Currently employed Barrington Hills Police civilian employees may apply after two consecutive years of service with the Village.
 - d. Section 4.a.-c. N/A for applicants for civilian positions.
- C. Applications for all positions are not rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process. **(31.3.4)**
- D. Applicants for all positions determined to be ineligible for appointment are informed in writing. **(32.1.5)**
- E. Oral Interview/ Application Review **[SCORED]**
1. The following personnel or a combination of necessary personnel as determined by the Chief of Police may be present during this interview:
 - a. Chief of Police or Other Police Department Supervisors
 - b. [1] Detective or Patrol Officer
 2. Questions will be asked of the applicant that will allow the interviewers to score the applicant in the following areas:
 - a. Written skills
 - b. Oral skills
 - c. Appearance
 - d. Knowledge
 - e. Work experience
 3. Background Investigation
 - a. Investigators used to conduct the background will be trained in collecting the required information. **(32.2.2)**
 - b. Verification of Information contained on the application. **(32.2.1)**
 - i. Credit Report
 - ii. At least three Employee & Former Employee References
 - iii. Birth Verification
 - iv. Education Verification
 - v. Driving Information
 - vi. Criminal Record Information
 - d. All information and documentation will be forwarded to the Chief of Police for review.
- E. Police Committee Oral Interview **[Not Scored]**

1. The oral interview is an integral part of the selection process and provides an opportunity for the Police Committee to personally meet with and explore the potential of each candidate.
2. The committee will consist of at least one Village Trustee and the Village President.
3. The Committee is the final determinant in the selection process.
4. N/A for applicants for civilian positions.

F. Conditional Employment Offer

1. The conditional offer of employment is made by the Chief of Police to the applicant based on the taking and passing of the following exams:
 - a. Physical agility exam
 - i. The physical agility exam is designed to measure the applicant's physical aptitude, i.e., coordination, ease of movement, etc.
 - ii. The battery of tests used to measure agility shall be job related and nondiscriminatory.
 - iii. Scoring for agility tests will generally be on a pass/fail basis with the minimum passing standards established and announced prior to testing.
 - iv. A failing grade on the agility exam will disqualify an applicant from further testing.
 - v. N/A for applicants for civilian positions.
 2. Polygraph
 - a. Conducted on a pass or fail basis.
 - b. The administration of the examinations and evaluations of the results shall be conducted by professionally trained personnel licensed in the State of Illinois. The results of the polygraph are subject to review by the Chief of Police.
 - c. The polygraph exam is not subject to scoring criteria and its results shall not be used as a single determinant of employment status. **(32.2.6)**
 - d. Prior to such polygraph examination, candidates shall be provided with a list of areas from which polygraph question will be drawn.
 - i. Psychological fitness stability exam **(32.2.9)**
 - ii. After an offer of employment and as a condition of appointment to probationary status, a psychological assessment of each candidate shall be conducted, on a pass/fail basis.
 - iii. Psychological testing may include both written inventory and an oral interview component.
 - iv. In all cases, psychological exams shall be administered and evaluated by licensed professionals.
 - v. Psychological test results shall be subject to review by the Chief of Police and shall be maintained on file.
 - vi. The Chief of Police shall be responsible for the maintenance and security of these reports. **(32.2.9)**
 - e. Medical exams **(32.2.7)**
 - i. Medical exams are given to review the general health of the candidate and to identify problems that might inhibit work performance, shorten a career, or contribute to work related disabilities.
 - ii. Medical exams shall be given by licensed physicians.
 - iii. Medical exams shall be scored on a pass/fail basis and the results shall be subject to review by the Chief of Police.

IV. Record Retention

- A. Successful candidates will have all their records placed in their personnel files and will remain in their files until the applicant is deceased. Personnel files of active employees will be secured in a locked room. **(32.2.3)**
- B. Unsuccessful candidates will have their files stored in a secure area for a period of 2 years, after which they will be destroyed with the Local Records Commission approval. **(32.1.6, 32.2.3)**
- C. All selection materials will be stored in locked files within the Investigation office or vault. **(32.1.7)**

By Order of:

Electronic Signature

Richard W. Semelsberger
Chief of Police