

RULES AND REGULATIONS

BOARD OF PUBLIC SAFETY COMMISSIONERS

VILLAGE OF ROSEMONT

REVISED MARCH 16th, 2026

SECTION I

ORGANIZATION AND ADMINISTRATION

1. Authority and Jurisdiction

The BOARD OF PUBLIC SAFETY COMMISSIONERS OF THE VILLAGE OF ROSEMONT, ILLINOIS, also known as the Board of Fire and Police Commissioners of the Village of Rosemont or the Board, derives its power and authority from Article 10, Division 2.1, of the Illinois Municipal Code, the Municipal Code and ordinances of the Village of Rosemont adopted pursuant to the Village's "home rule" powers, the home rule provisions of article VII, section VI of the Illinois Constitution of 1970, and the powers of the Board inherent within a home rule municipality. The Board has the power and authority to make initial appointments of public safety officers, make promotional appointments to the rank of lieutenant, to discharge or suspend public safety officers for periods greater than five days and to demote public safety officers from the rank of lieutenant. The Board does not have the power and authority to appoint or demote the chiefs, deputy chiefs, captains, and sergeants of the Department of Public Safety. The Board also does not have the power and authority to appoint, promote, demote, suspend or discharge auxiliary officers.

2. Definitions

The words "Commission" or "Board", wherever used shall mean the BOARD OF PUBLIC SAFETY COMMISIONERS of the Village of Rosemont, Illinois, and the word "Commissioner" shall mean a member of the Board. The words "public safety officer", "officer" or "member" shall mean any person appointed, sworn, and commissioned in the full-time classified service of the Public Safety Department of the Village of Rosemont. The words "public safety officer", "officer" or "member" do not mean or include an auxiliary officer. The words "Public Safety Chiefs" shall mean the Chief of the Police Service Division and the Chief of the Fire Service Division or the highest-ranking officer in the Village's Public Safety Department. The use of the masculine gender includes the feminine gender.

3. Officers and their duties

a. The Board shall consist of three (3) members. One of the members of the Board shall be appointed by the Village President to serve as Chairman until his successor is duly selected and qualified. The Board may also appoint a Secretary. The Secretary need not be a member of the Board.

b. Two (2) members of the Board shall constitute a quorum for the transaction of business, whether for a regular or a special meeting.

c. The Chairman shall be the "Executive Officer" of the Board, preside at all meetings, and attend to all duties ordinarily pertaining to such office.

d. The duties of the Secretary are as follows:

i. To keep the minutes of the Board's proceedings as a permanent record.

ii. To be the custodian of all papers, books, and records pertaining to the business of the Board.

iii. To keep a record of all examinations held.

iv. To perform all other duties prescribed by the Board from time to time.

4. Meetings

a. The Board shall hold a regular meeting when needed at 9:00 AM. at the Rosemont Village Hall.

b. Notice of meetings shall be given in writing and filed with the Secretary of the Board at least forty-eight (48) hours in advance of the meeting. Public notice shall be given as provided by the Illinois Open Meetings Act.

5. Business

a. The order of business at the meeting of the Board shall be substantially as follows:

(1) Call to Order
(2) Roll Call
(3) Review of Minutes
(4) Old Business
(5) New Business
(6) Adjournment

b. Motions may be made orally by any commissioner, and shall be recorded in the minutes together with action taken upon same.

6. Amendments

Amendments to these Rules and Regulations may be adopted at any meeting of the Board. All newly-approved rules, regulations, or amendments thereto shall be printed or otherwise reproduced for distribution. Notice shall be given of the place or places where printed copies of said rules may be obtained. Such notice shall be published in a newspaper of general circulation in the Village, and shall specify the effective date thereof, not less than ten (10) days subsequent to the date of such publication.

7. Annual Report and Budget Request

On or before December 31st of each year, the Board shall submit to the Village President a report of its activities and of the rules in force together with any recommendations for the greater efficiency of the Public Safety Department.

SECTION II
ROLES GOVERNING ORIGINAL APPOINTMENTS TO THE PUBLIC SAFETY DEPARTMENT

8. Applications

a. Residence:

An applicant for original appointment to the Public Safety Department must be a citizen of the United States for a period of one (1) year prior to the date of the examination. Further, the applicant must be a resident of the Village of Rosemont with a permanent abode within 3 months from date of hire. Continued residence in the Village shall be a requirement throughout the public safety officer's service with the Village.

b. Experience/Educational Qualifications:

All applicants must be high school graduates or have passed an equivalency examination such as the G.E.D. examination.

Preference points will be given for experience/qualification within the following categories: (Up to 10 total preference points will be awarded)

- Current resident within the Village of Rosemont (2 points)
- Two (2) years' experience as Village of Rosemont Auxiliary Officer (2 points)
- Two (2) years' current work as a Rosemont Communications Officer/ dispatcher (2 points)
- An associate degree from an accredited University or 60 hours of College Credit (2 points)
- Possess a valid State of Illinois or Nationally Registered EMT-B License or a valid EMT-B license which can be transferrable to the State of Illinois through reciprocity (2 points)
- Possess a valid Paramedic License from the Illinois Department of Public Health (3 points)
- A bachelor's degree from an accredited University (non-public safety related) (3 points)
- A bachelor's degree from an accredited University (public safety related) (4 points)
- Served at least two (2) years full-time active military service in a branch of the armed forces of the United States and have received an honorable discharge (4 points)
- Certification as a Basic Operations Firefighter from the Office of the State Fire Marshal (5 points)
- Be certified by the Illinois Law Enforcement Training and Standards Board as a full time sworn police officer, and has successfully completed the minimum standards basic law enforcement course required by that Board (5 points)

c. Filing Procedures:

(1) Applications for appointment to the Public Safety Department must be completed and submitted through a predetermined online testing company. This application will request personal, educational, employment and medical background information from the applicant.

(2) Applications must be signed and sworn to before a representative authorized by law to take acknowledgements, and filed with the Secretary of the Board within the time specified in the

legal notice.

(3) Every applicant must furnish satisfactory proof of age and a certified copy of discharge from military or naval service, if the applicant is a veteran.

(4) Although the Board secretary may take the names of persons interested in applying for original appointment, applications for such appointment shall only be considered if their applications are received during the time period specified in the legal notice. The Board secretary shall endeavor to notify all persons who have left their names as potential applicants within one year prior to an examination of the existence of such examination. A failure to notify such persons shall not, however, invalidate the application and hiring process.

d. Disqualification

The Board may refuse to examine an applicant, or after examination may exclude or remove the applicant from the eligible register, for any of the following reasons:

1. Failure to possess any of the established preliminary requirements for public safety officers;
2. Physical inability to perform the duties of a public safety officer
3. Habitual use of narcotics or intoxicating beverages.
4. Conviction of a felony or any misdemeanor involving moral turpitude;
5. Previous dismissal from any public service for cause;
6. Fraud or misrepresentation regarding any material facts contained within the application or furnished during the examination process or failure to amend such material facts as may have changed while the applicant's name was on an eligible register or at any time during the examination process.
7. Significant and provable community reputation for dishonesty, immorality or unreliability;
8. Unsatisfactory employment references or health record;
9. Failure to possess a high school diploma or its equivalent, or a current automobile driver's license.
10. Inability to speak, write, and understand the English language.

Any applicant disqualified or excluded hereunder shall be so notified by the Board by certified or registered mail sent to the last address of record on file with the Board. This notice shall state the reason for the exclusion or disqualification. If the applicant makes a written request to the Board secretary within ten (10) days after giving of such notice, the applicant shall be given an informal hearing by the Board. Where such request is not received within the ten-day period, the matter shall be considered closed. If the applicant requests a hearing, the Board shall conduct a hearing at which time the applicant will have the right to be represented by counsel and to present evidence as to why he should not be excluded or disqualified.

a. Defective or Incomplete Application

A defective or incomplete application may, in the sole discretion of the Board or the Board Secretary, be returned to an applicant for the necessary additions or corrections, provided that the applicant appears to be otherwise qualified for the position sought. The failure to return a defective or incomplete application shall not entitle an applicant otherwise qualified to any further consideration.

b. Special Qualifications

If a position requires special qualifications, the Board may require evidence of special training, experience, or competence.

c. New Application for Each Examination

A new application will be required to be filled each time examinations are held. Unless excused, applications of persons who fail to appear at the time and place specified for the holding of physical tests or the written or oral portions of an examination shall not be accepted for subsequent examinations.

11. Age Requirements

All applicants for original appointment to the Public Safety Department must have reached their twentieth (20th) birthday. An applicant shall not, however, be eligible to be sworn in as a probationary public safety officer until having their twenty-first (21st) birthday

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12. Physical Requirements

All applicants must possess a NIPSTA approved POWER card. Information about the POWER card and how to take the test is available at http://www.nipsta.org/202/POWER-Test

13. Medical Qualifications

Each applicant for original appointment shall be required to submit to a medical examination by a physician licensed to practice medicine in all its branches in Illinois. Such physician may be designated by the Board. Failure to pass said medical examination shall eliminate the applicant from further consideration.

14. Examinations:

Examinations shall be practical in character and relate to those matters which will fairly test the capacity of the applicant to discharge the duties of a public safety officer.

a. Examination:

The following examinations shall be held with the weights as indicated

Nature	Weight
(1) Physical agility and strength test	Pass or Fail
(2) Medical	Pass or Fail
(3) Written	50%
(4) Oral	40%
(5) Preference Points	10% Max

The Board may establish a minimum passing level for each examination and a minimum passing level based on the combined scores on the oral and written portions of an examination. Optional tests may be required of any or all applicants at the discretion of the Board to include but not limited to:

Psychological Test	Pass or Fail
Drug Test	Pass or Fail

15. Register of Eligibilities

a. The Board will prepare, post, and maintain a register of persons successfully passing an examination. The Board may fill all vacancies from the top three (3) names on the register of eligibles; provided, however, where there are less than three (3) names on the register of eligibles, as originally posted or remaining thereon after appointments have been made therefrom, the Board may either order new examinations or make appointments to fill existing vacancies from those persons whose names remain on the register of eligibles.

b. Information concerning grades received in an examination shall not be disclosed until after the list of successful applicants has been posted. The names of persons failing an examination shall not be published.

c. Each applicant and each person whose name is placed on the register of eligibles must notify the Board of any change of address and any other material change in their affairs which would or might alter their eligibility status while they are applicants or while their names remain on such list pending appointment and certification. Such notice shall be given within sixty (60) days after the change occurs.

d. To ensure that all candidates remain qualified at the time of appointment, each candidate approved for the register of eligibles, as a result of passing an examination, shall pass a further medical examination before appointment by an examining physician named by the Board. The applicant may also be required to take a psychological test. A rejection on the basis of such tests or the medical examination shall constitute a complete rejection of the candidate, and the candidate's name shall be removed from the register of eligibles.

e. The Board shall strike off the names of candidates for original appointment after such names have been on the register of eligibles for more than twenty-four (24) months.

f. In the event the Board deems it advisable to supplement the number of persons on the register of eligibles by conducting another examination for original appointment, the register resulting from such supplemental examination shall be consolidated with the existing register and the names of eligible candidates shall take rank on such consolidated register in the order of the highest percentage obtained in either examination, without reference to priority of the time of examination. The Board shall notify persons whose names appear on the existing list that a supplemental examination will be held which will result in a consolidation of the lists. Such persons shall be eligible to retake the examination and the highest grade achieved by such person shall be recorded as their grade.

g. Any person whose name has been removed from the register of eligibles for original appointment, shall receive notice of such fact by registered or certified mail sent to their last address of record on file with the Board. Within ten (10) days after the date such notice has been sent, the person may file a petition with the Board (via registered mail) for a hearing concerning such removal. The Board shall determine the location and designate the time of such informal hearing, and shall so notify the petitioner. Where a petition is not received within such ten (10) day period, the matter shall be considered closed.

h. The Public Safety Chiefs shall notify the Board in writing whenever a vacancy shall exist requiring an appointment from the eligibility list for original appointment or the holding of a new examination. Such notice shall request that the position be filled.

i. Any candidate may pass on an appointment once without losing the candidate's position on the eligibility list. Any candidate who passes a second time may be removed from the list by the Board.

j. Notwithstanding any provision, law, ordinance, rule, or regulation to the contrary, the Board may, upon the written recommendation of the Public Safety Chiefs, select a candidate for original appointment without preference or regard to the candidate's rank on the eligibility list.

16. Probationary Period

a. All original appointments to the Public Safety Department shall have a probationary period for a minimum period of three (3) years during which time the appointee's work shall be evaluated and rated for the purpose of determining permanent appointment and certification. The probationary officer shall work in both the Police Services Division and Fire Services Division, working in each division for a minimum of one year, and successfully completing a Field Training Program in each Division. The probationary officer must possess a valid State of Illinois or Nationally Registered EMT-B License or a valid EMT-B license which can be transferrable to the State of Illinois through reciprocity. At the request of a direct supervisor, the probationary period may be extended for one additional period of six months. Prior to the completion of the probationary period following the initial appointment of a public safety officer, the Public Safety Chiefs shall make a written recommendation to the Board for the discharge or retention of the public safety officer. The Board shall then decide whether to retain or discharge the probationary officer within sixty days after the probationary period ends, and the probationary period shall be extended through the time of the Board's decision. Notwithstanding anything to the contrary provided by these Rules, a probationary officer may be discharged and terminated, with or without cause, at any time during the probationary period by the Public Safety Chiefs or the Board.

SECTION III
RULES GOVERNING LATERAL TRANSFER
TO THE DEPARTMENT OF PUBLIC SAFETY

1. Definition

a. Lateral Transfers. For the purpose of this Section, a "Lateral Transfer" shall mean an individual who: (1) meets the minimum requirements for original appointment to the rank of Public Safety Officer and all other eligibility requirements established by the Board of Public Safety Commissioners for newly hired employees; and (2) either possesses:
   i. all certifications and qualifications required by the Illinois Law Enforcement Training and Standards Board and has previously been employed as a full-time certified police officer; or
   ii. equivalent qualifications from another agency, and obtains a waiver from the Illinois Law Enforcement Training and Standards Board to serve as a full-time police officer, and has previously been employed as a full-time certified police officer; or

iii. all certifications required by Illinois law to be employed as a firefighter/paramedic (EMT) and who is or who has previously been employed as a full-time firefighter/paramedic in the State of Illinois.

b. Lateral Transfers. For the purpose of this Section, a "Lateral Transfer" shall mean an individual who: (1) meets the minimum requirements for original appointment to the rank of Public Safety Officer and all other eligibility requirements established by the Board of Public Safety Commissioners for newly hired employees; and (2) either possesses:
   i. all certifications and qualifications required by the Illinois Law Enforcement Training and Standards Board and has previously been employed as a full-time certified police officer; or
   ii. equivalent qualifications from another agency, and obtains a waiver from the Illinois Law Enforcement Training and Standards Board to serve as a full-time police officer, and has previously been employed as a full-time certified police officer; or
   iii. all certifications required by Illinois law to be employed as a firefighter/paramedic (EMT) and who is or who has previously been employed as a full-time firefighter/paramedic in the State of Illinois.

2. Appointment of Lateral Transfers

Whenever it has been determined that there is a present need to appoint one or more Lateral Transfers to fill a vacancy in the authorized number of Public Safety Officers, the following process shall be followed:

a. The Public Safety Chiefs shall cause a Notice to be posted of the Village's interest in seeking applications from eligible Lateral Transfers for positions with the Village's Department of Public Safety.

b. The Public Safety Chiefs and their designee(s) shall review and interview applicants, conduct background checks of potential Lateral Transfer candidates, and recommend Lateral Transfer candidates to the Board for consideration.

c. The Board shall review the background checks, and recommendations of the Department of Public Safety; evaluate and assess the Lateral Transfer candidates; and recommend the appointment of Lateral Transfer candidates to the Village President.

The Village President shall review the qualifications of the Lateral Transfer candidates recommended by the Board and, if deemed to be in the best interests of the Village and the operation of the Public Safety Department, appoint one or more of the Lateral Transfer candidates as a Public Safety Officer for a period not to exceed thirty (30) days during which time the Village President's appointment shall be presented to the Village's Board of Trustees for approval. Upon receipt of the approval of the Village's Board of Trustees, the Lateral Transfer candidate shall be appointed as a Public Safety Officer. The appointment of a Lateral Transfer pursuant to this section shall take precedence over any names appearing on any eligibility list developed by the Board.

3. Probationary Period for Lateral Transfers

a. All persons receiving an appointment as a Lateral Transfer shall be required to serve a probationary period of three (3) years during which time they may be dismissed without any cause by the Chiefs of Public Safety. During this 3-year probationary period, the Lateral Transfer shall obtain all the required firefighter/EMT certifications required to serve in the Bureau of Fire Suppression that the Lateral Transfer does not already possess and serve a minimum of one (1) year in the Bureau of Fire Suppression. During this 3-year probationary period, the Lateral Transfer shall also obtain all the required certifications to serve in the Bureau of Patrol that the Lateral Transfer does not already possess and serve a minimum of one (1) year in the Bureau of Patrol.

SECTION IV
RULES FOR PROMOTIONS WITHIN
THE DEPARTMENT OF PUBLIC SAFETY

1. Generally

a. Except as to the positions of Chief, Deputy Chief, Captain, and Sergeant, promotions within the Department of Public Safety shall be on the basis of examination and seniority in service.

b. All examinations for promotion shall be competitive among such members of the Department who desire to submit themselves to examination and who do not hold the rank for which the examination is given.

c. All candidates for promotion shall file their applications to take the examination with the Secretary of the Board within the time specified in the notice of examination.

d. The promotional ranks for which the Board shall give examinations and make appointments are:

(1) Lieutenant – Patrol Services Division

(2) Lieutenant – Fire Services Division

(3) Lieutenant – Support Services Division

(4) Lieutenant - Administrative

2. **Eligibility**

a. Each Sergeant for promotion shall have served not less than twelve months (12) months as a Village public safety Sergeant, excluding the period the candidate was on probation following their initial appointment as a public safety officer. Each Sergeant cannot be promoted unless they have served in their official capacity for a period of two (2) years,

b. All candidates for promotion shall establish their physical fitness for the position for which the examination is being held by means of a medical examination, as directed by the Board.

3. Examination and Evaluation

Promotional examinations shall be practical in character and shall relate to those matters which will fairly test the capacity of the candidate to discharge the duties and responsibilities of the promotional position sought. The examination shall consist of the following parts with the weights as indicated.

Nature	Weight
Medical	Pass or Fail
Written	30%
Oral	50%
Chiefs of Public Safety performance points	10%
Seniority	1% per year (max. 10 years)

The Board may determine the minimum passing level for each test or portion of the examination and may determine a combined minimum passing level for the written and oral portions of the examination.

4. **Promotional Eligible Register**

a. Upon the completion of all parts of the examination, the candidates for promotion shall be listed on a promotional eligibility register in order of the score, including credits for seniority and such credits for military service as are contained within the provisions of the Illinois statutes then in force, with the highest score first. This list shall be posted, and a copy thereof given to the Public Safety Chiefs. All successful candidates will be notified of their final score and their position on the list.

b. The Public Safety Chiefs shall notify the Board, in writing, whenever a vacancy shall exist in any promotional rank and such notice shall request that the position be filled.

c. The Board, upon receipt of such request, shall fill such vacancy from the top three (3) names on the promotional eligibility register, as originally posted or remaining thereon after appointments have been made therefrom, the Board may either order new examinations or make appointments to fill existing vacancies from those persons whose names remain on the promotional register.

d. The names of all persons who have appeared on a promotional eligible register for a period of eighteen months since the person successfully completed the promotional examination shall be stricken from the promotional eligibility register. Such persons shall not be eligible for promotion unless and until they again satisfactorily complete the promotional examination.

e. In the event the Board deems it advisable to supplement the number of persons on any promotional eligible register by conducting another examination for a position, the register resulting from such supplemental examination shall be consolidated with the existing register and the names of eligible candidates shall take rank on such consolidated register in the order of the highest percentage obtained in either examination. The Board shall notify persons whose names appear on any existing list that a supplemental examination will be held which will result in a consolidation of the lists. Such persons shall be eligible to retake the examination. The highest grade achieved by such person shall be recorded as his grade.

f. Names may be stricken from a promotional eligible register if the candidate should be found to have cheated on the examination or to have aided another candidate in cheating, if the candidate ceases to be employed as a public safety officer, or if the candidate shall have acquired any of the disqualifications set forth in Section II, 8.(d) of these rules.

g. Any candidate disqualified or excluded from taking or completing a promotional examination shall be so notified by the Board by registered or certified mail sent to their latest address of record on file with the Board. Upon written request by the candidate made within ten (10) days after the giving of such notice, the candidate shall be entitled to an informal hearing. Where such request is not received by the Board secretary within the ten-day period, the matter shall be considered closed. If a hearing is requested the Board shall conduct a hearing at which the candidate may be represented by counsel and shall be permitted to present evidence as to why the candidate should not be disqualified or excluded.

h. Any person whose name has been removed from a promotional eligible register shall receive notice of such fact by registered or certified mail sent to their last address of record on file with the Board. Within ten (10) days after the date such notice has been sent, the person may file a petition with the Board for a hearing concerning such removal. The Board shall determine the location and designate the time of such informal hearing, and shall so notify the petitioner. Where a petition is not received within such ten (10) day period, the matter shall be considered closed.

i. All initial promotional appointments in the Public Safety Department shall be for a probationary period of one (1) year, during which time the appointee's work shall be evaluated and rated by his commanding officers in order to ascertain whether his conduct, capacity and fitness warrants permanent promotion and certification. Prior to the completion of the probationary period, the Public Safety Chiefs shall make a written recommendation to the Board as to whether a promotional appointment should be made permanent or whether the officer should be returned to his former rank. The Board shall then decide before or within 60 days after the probationary period ends to either make the promotion permanent or return the officer to his former rank.

SECTION V
EXAMINATIONS

1. Notice

Examinations shall be held at the time and place determined by the Board. A notice of the time, date and location of the written portion of the examination for original appointment shall be published in one or more newspapers of general circulation in the Village of Rosemont. This notice of the time, date and location of the written portion of the examination for original appointment will also be put published online (e.g. The Blueline.com) as well as any major social media outlet to maximize an applicant pool. Such publication shall be made not less than fourteen (14) days no more than twenty-eight (28) days preceding the examination. In the event the Board orders a change in the time, date or location of a portion of an examination, applicants and candidates shall be notified accordingly. In the case of promotional examinations, the Board may post a written notice within the department. Following the initial notice for promotional exam, each and every qualified member of the department, within seven (7) days after such posting, shall notify the Board of his intent to submit to examination or to waive the opportunity to submit to such examination.

2. Form

At the time of the written portion of an examination, each applicant or candidate may need to complete a numbered identification form giving essential personal information (which must be signed by the individual). No applicant will be required to state his racial or ethnic background, religious belief or affiliation or political party preference or membership. When the identification form is completed, it must be enclosed in a plain envelope provided by the Board and sealed.

3. Examination Procedure

a. All applicants will receive their examination papers at the same time, and no papers other than those furnished by the Board shall be used. Applicants shall not communicate with one another during the examination, under penalty of disqualification.

b. Examinations shall be supervised and conducted by the Board at such locations as are designated by the Board. The Board may call upon other persons, not members of the Board, for assistance in preparing, conducting or scoring the results of any examination.

c. No signature or marks of identification tending to disclose the identity of the applicant shall be placed upon the examination papers. Papers of persons violating this rule shall be marked “REJECTED” upon the order of the Board.

4. Failure to Achieve Passing Grade

The failure of an applicant or candidate to obtain the minimum passing grade on any portion of an examination shall disqualify that applicant or candidate from any further consideration and -shall make such person ineligible to continue to participate in the examination process until such time as the Board gives a new examination. The Board secretary shall keep a record of each applicant or candidates examination scores for a period of not less than five (5) years.

5. Notification of Grade

Each applicant or candidate will be notified of the result he has obtained in an examination. Any person who fails to obtain a passing grade on all or part of an examination shall be notified that the person failed to acquire a passing grade. If a person has met or exceeded the passing grade on a test that is conducted as part of an examination his notice shall read that he has obtained a passing average and (a) that the person is eligible for the next portion of the examination or (b) that the person's name will be placed on the applicable Register of Eligibles, as the case may be.

SECTION VI
RULES OF PROCEDURE IN THE CONDUCT OF HEARINGS UPON CHARGES BEFORE THE BOARD OF PUBLIC SAFETY COMMISSIONERS

1. Statement of Charges

a. All charges against officers of the Public Safety Department must be made in writing by the person or persons making such charges. An original statement of charges shall be filed with the Secretary of the Board.

b. Each statement of charges shall contain a plain and concise statement of the offense or offenses alleged, and the date and time of the incident (s). The charges may be based upon violations of applicable departmental rules or regulations or upon conduct which by any reasonable standard is a gross violation of the duties or responsibilities of a public safety officer or the abuse of the reasonable exercise of his discretion. The statement shall contain the names of all known witnesses to the offense or offenses charged and if such witnesses are members of the classified service, the rank and badge or star number, where known, shall be indicated.

c. All papers filed in any proceeding shall be printed on one side of the paper only. The original of all papers filed shall be signed in ink by the party filing the paper or their attorney. Whenever papers are filed by an attorney, the attorney's name, address, and telephone number shall appear thereon.

2. Notice and Service of Statement of Charges

When charges are filed, the Board, through its Secretary, will notify both the accused person and the complainant, by certified mail (return receipt requested) or in person, of the time and place of the hearing on the charges. The respondent also shall be served with a copy of the statement of charges. Not less than five (5) days shall be given for the preparation of the defense.

3. Probable Cause – Investigation of Charges

a. The Board shall have the right to determine whether or not there is probable cause for hearing any charges and it may conduct such informal hearings as may be necessary for such purpose.

b. In the conduct of such investigation, each member of the Board shall have power to administer oaths and affirmations, and the Board shall have power to secure by its subpoena both the attendance and

testimony of witnesses and the production of books, records, and papers relevant to such investigation.

4. Answer to Charges - Continuance

a. The accused member may file an answer to the charges with the Secretary of the Board.

b. If any person against whom charges have been filed shall fail to appear at the hearing before the Board, the Board may hear such evidence as may be produced, or as it shall deem proper or necessary, and shall make a finding according to the evidence.

c. Continuances may be granted by the Board when, in its judgment, the reasons therefor are good and sufficient. Except in unusual circumstances, no hearing shall be continued at the request of any party, or his attorney, unless such request is received by the Chairman of the Board or the attorney for the Board at least twenty-four (4) hours before the scheduled hearing.

5. Suspension, Discharge or Demotion

a. The Board may suspend without pay any member of the Public Safety Department against whom charges have been brought, pending a hearing and decision on the charges by the Board, but said suspension may not exceed thirty (30) days. The Public Safety Chiefs shall have the right to suspend a member for up to five (5) days pending the filing of charges with the Board. In the event the Public Safety Chiefs do not file charges with the Board, the member is found not guilty or the sanction imposed by the Board after the hearing is completed is a suspension for a lesser period than the period the member was suspended without pay pending the hearing, the member shall be entitled to receive full compensation for the period he was suspended pending the hearing less the period of any suspension sanction imposed by the Board.

b. The Public Safety Chiefs shall have the right to suspend any officer under their command for a period not to exceed the maximum amount determined by statute. The Deputy Chief of a Division shall have the right to suspend any officer under their command for a period not to exceed three (3) days. The Public Safety Chiefs and Division Deputy Chiefs are not required to notify the Board when they suspend an officer. Any public safety officer who has been suspended may appeal to the Board for a review of the suspension within 24 hours after such suspension by filing notice of such appeal in writing with the Secretary of the Board. A hearing shall be had upon such appeal, and due notice given to the person who suspended such officer, and to the officer so suspended in the same manner as if charges were originally filed before the Board. The hearing shall follow the general format set out in Section 5 of these rules.

c. Upon such appeal, the Board may sustain the suspension, may reverse it with instructions that the officer so suspended receive his pay for the period involved, may suspend the officer for an additional period of not more than 30 days, may demote the officer, or may discharge the officer depending on the evidence presented.

6. Procedures

Except at such hearings as are provided herein to be informal, all testimonial evidence shall be under oath or affirmation, and all evidence and proof shall conform to the issues raised. The accused person may be heard in person or by counsel with the privilege of examination and cross-examination conducted with proper decorum. The Board may choose to conduct a bifurcated hearing, hearing evidence as to guilt first- and then if the Board determines that an officer is guilty, hearing evidence as to the sanction which should be imposed. The Village Attorney of the Village of Rosemont shall represent the Board at the hearing on such charges. The Board's Attorney may rule on the admissibility of evidence, objections and motions based on a legal foundation. A separate attorney shall be retained to present the evident in support of such charges.

7. Decision

The Board, after hearing all testimony and receiving all evidence in the case of an appeal, discharge or demotion hearing regarding a member of the Public Safety Department, may immediately announce its decision in the case, or defer it until a date fixed by the Board; provided, however, that if the officer has been suspended pending a hearing and decision on the charges a decision shall be rendered within thirty (30) days after the hearing is concluded, unless otherwise agreed by the parties.

8. Sanctions

a. In the event any person charged is found "guilty", the Board may discharge the officer, may suspend the officer for a period of time up to one hundred and twenty (120) days without pay, or may demote the officer from a promotional rank. The Board shall notify the accused person in writing of the results of its findings, and a copy of the decision shall be filed in the personnel file of the officer involved.

b. If the Board finds that the charges are not sustained or should order the officer suspended for a shorter period than that for which the officer was suspended pending the hearing and decision, the officer shall be reimbursed for the salary or portion thereof improperly withheld and shall be returned to duty.

c. No officer having once been terminated from the Public Safety Department shall be eligible to be appointed to any position within the department.

BOARD OF PUBLIC SAFETY COMMISSIONERS OF
THE VILLAGE OF ROSEMONT, ILLINOIS

(UPDATED MARCH 16th, 2026)

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Chairman Jay Dalicandro

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Commissioner Robin Townley

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Commissioner Grant Bailey