

**RULES AND REGULATIONS  
OF THE  
BOARD OF THE POLICE COMMISSIONERS**

**VILLAGE OF HAMPSHIRE ILLINOIS**

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**Village Attorney: James Vasselli**

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**BOARD OF POLICE COMMISSIONERS  
VILLAGE OF HAMPSHIRE, ILLINOIS**

**RULES AND REGULATIONS**

**CHAPTER I - ADMINISTRATION**

**SECTION 1 - SOURCE OF AUTHORITY.**

The Board of Police Commissioners of the Village of Hampshire, Illinois derives its power and authority from an Act of the General Assembly entitled, "Division 2.1, Board of 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 Police Commissioners of the Village of Hampshire, Illinois. The word "Officer" shall mean any sworn peace officer in the Police Department of the Village. The word "Village" shall mean the Village of Hampshire, Illinois. The term "Open Meetings Act" means the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., as now constituted and as hereafter amended from time to time. The masculine noun or pronoun includes the feminine. The singular includes the plural, and the plural the singular.

**SECTION 3 - OFFICERS OF BOARD AND THEIR DUTIES.**

The Board shall annually, at its first meeting in June elect a Chairman and a Secretary. They shall hold office until the end of the fiscal year of the municipality and until their successors are duly elected and qualified. The Chairman shall be the presiding officer at all meetings. The Secretary shall keep the minutes of all meetings of the Board in a permanent record book and shall be the custodian of all the forms, papers, books, records of the Board, including all records of examinations of applicants.

**SECTION 4 - MEETINGS.**

- a) Regular meetings shall be held at least quarterly. Notice shall be posted and meetings shall be open to the public.
- b) A special meeting may be called by either the Chairman of the Board, or any two members of the Board, by filing a written Call for Special Meeting with the Secretary. The call for special meeting shall contain a brief statement of the business to be submitted for consideration at the meeting, and shall set forth the time and place of such special meeting. The call for meeting shall allow for not less than forty-eight (48) hours advance notice of the meeting to be posted by the Secretary and otherwise for compliance with the Open Meetings Act. Any special meeting shall be open to the public.
- c) During any regular or special meeting a closed session may be held upon the approval of a majority of a quorum of the members present at said meeting, for any purpose allowed under the

Open Meetings Act. 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. An audio or video record of each closed session will be maintained by the Secretary of the Board and may be disposed of in accordance with the provisions of the Open Meetings Act.

- d) Public notice of any regularly scheduled or special meeting shall be given, and all such meetings shall be conducted in accordance with the Open Meetings Act

#### **SECTION 5 - QUORUM.**

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

#### **SECTION 6 - ORDER OF BUSINESS.**

The order of business at any meeting shall be:

- a) Call to Order
- b) Establish Quorum
- c) Approval of Minutes
- d) Communications
- e) Unfinished Business
- f) New Business
- g) Adjournment

#### **SECTION 7 - PROCEDURE.**

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

#### **SECTION 8 - 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 viewed and/or a copy obtained. Such notice shall be published in a newspaper of general circulation in the Village. The notice shall specify the date, not less than 10 days subsequent to the date of such publication, when the rules shall go into effect.

#### **SECTION 9 - 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 Section 5/10-2.1-19.

## CHAPTER II - APPLICATIONS

### SECTION 1 - RESIDENCE.

Applicants for examination must be citizens of the United States.

### SECTION 2 - APPLICATION BLANKS.

Applications for a position shall be filed upon blank forms furnished by the Commission, and applicants must comply with the requirements of said form in every respect. The application must be filed with the Board prior to taking an examination.

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

The applicant shall furnish with his application a copy of his Military Service Records and Discharge Papers, Social Security Card, Birth Certificate, High School Diploma or G.E.D. Certificate, College or University Degree and, if requested, a copy of a certified transcript of his course work from an accredited College or University.

### SECTION 3 - DISQUALIFICATION.

The Board may refuse to examine an applicant or, after examination, to certify him/her as eligible for appointment, and/or include him/her on either the Initial Eligibility Register or the Final Eligibility Register:

- a) Who is found lacking in any of the established preliminary requirements for the office of police officer in the Village Police Department.
- 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 drugs or intoxicating beverage 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 5/10-2.10-6 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 as a police officer and is or has been classified by his or her Local Selective Service Draft Board as conscientious objector.
- k) Who has submitted an application containing any false statement knowingly made, or who has by connivance included any false statement made in any certificate which may

accompany such application, or who has been complicit in any fraud touching the same.

- l) Who has failed or refused to attend the required orientation session prescribed by these rules.
- m) Who in the sole discretion of the Chief of Police is found to have an unsatisfactory background as revealed by a background investigation.
- n) The applicant is not under the age of 35 years at the time of application.

Any applicant, or any person listed on the Initial Eligibility Register or Final Eligibility Register who is deemed disqualified hereunder, shall be so notified by the Board.

#### **SECTION 4 - DEFECTIVE APPLICATIONS.**

Defective applications shall be returned to the applicant for correction, provided the applicant is not otherwise disqualified for the position sought.

#### **SECTION 5 - VISION REQUIREMENTS.**

An applicant shall have eyesight correctable to at least 20/20, able to distinguish color, and void of night blindness.

#### **SECTION 6 - AGE REQUIREMENTS.**

Applicants shall be under 35 years of age, at the time of application and at such time as the Final Eligibility Register is posted, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Board of Fire and Police Commissioners Act. Applicants, at such time as they file their application with the Board, must be 21 years of age. Proof of birth date will be required at time of application.

#### **SECTION 7 - NOTICE OF ACCEPTANCE.**

The Secretary will notify all applicants whose applications are accepted.

#### **SECTION 8 - RELEASES: LIABILITY; INFORMATION.**

- a) All applicants shall execute and deliver to the Board a release, in favor of the Village of Hampshire, of any and all liability for any injury, including death, which may result from taking a "Physical Aptitude Test" or any other test as part of his application. The Village may provide a form for such release.
- b) All applicants shall also execute and deliver to the Board a release, in favor of the Village of Hampshire, for such information as the Board deems appropriate for review of the application.

### **CHAPTER III - EXAMINATIONS, ORIGINAL APPOINTMENTS**

#### **SECTION 1 - NOTICE OF EXAMINATIONS.**

Examinations shall be held on the dates fixed by the Board and advertised in a local paper in accordance with the Statutes of the State of Illinois. Examinations may be postponed, however, by order of the Commission, which order will state the reason for such postponement and shall designate a new date for said examination. Applicants shall be notified of the postponement of any examination and of the new date fixed for said examination.

**SECTION 2 – EXAMINATIONS**

The Board 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 Board and shall include a statement of:

- a) The time and place where such examinations will be held
- b) The location where applications may be obtained and the date by which applications must be returned to the Board
- c) The position to be filled from the resulting Eligibility Register

**SECTION 3—TYPE OF EXAMINATIONS**

Applicants must attend the Orientation Program sponsored by the Board. In addition, applicants may be required to participate in a Physical Aptitude, Written, and Oral Examination as determined by the Board and as more particularly set forth in Section 4 below. No examinations shall contain questions regarding applicant’s political or religious opinions or affiliations.

**SECTION 4—EXAMINATIONS—MINIMUM GRADE**

The following examinations may be conducted by the Board. After the Physical Aptitude Test, the sequence of testing may vary at the discretion of the Board, but may include any or all of the tests listed in the Section 4. Failure to achieve the minimum passing grade for the Written and Oral Examinations set for in these Rules & Regulations disqualifies the applicant from further participation in the application process. Each weighted component of the examination process shall be based upon a scale of 1 to 100.

<u>Examinations</u>	<u>% of Total Grade</u>	<u>Minimum Passing</u>
Orientation	--	Attendance Mandatory
Physical Aptitude Test	--	Pass/Fail
Written Test	50%	*
Oral Interview	50%	*
Background Investigation	--	Pass/Fail
Medical Examination	--	Pass/Fail
Psychological Examination	--	Pass/Fail
Polygraph Test	--	Pass/Fail

\*If any minimum passing grade is established, it will be announced by the Board prior to conducting the examination; passing grade may vary from time to time based upon the examination forms or the testing agency used by the Board. (Hampshire Police Commission has used passing grade of 70%)

Note: To any person who is entitled to military, educational, or law enforcement preference points whose name appears on the Initial Eligibility Register, the board shall add five (5) points (Section 5/0-2.1-8 and 5/10-2.1-9(a)) upon appropriate request of applicant. See Section 8 below. Such preference points shall not be cumulative.

#### **SECTION 5- - PHYSICAL APTITUDE TEST**

All applicants are required to submit themselves to a Physical Aptitude Test. Only applicants who have passed the "Physical Aptitude Test" will be permitted to participate in the Written Examination. Any candidate who fails the Physical Aptitude Test will be eliminated from all further consideration.

#### **SECTION 6- - WRITTEN EXAMINATIONS**

All applicants who have passed the Physical Aptitude Test shall submit to a Written Examination. Information as to the type of Written Examination employed by the Board will be provided as part of the orientation program. All examination papers shall be and remain the property of the Board. The grading of the Written Examination by the Commissioners shall be final and conclusive and will not be subject to review by any other board or tribunal of any kind or description. Applicants who fail to achieve a passing grade on the Written test will be notified and shall be eliminated from all further consideration.

#### **SECTION 7—ORAL EXAMINATION (*Revised 3-26-2026*)**

Applicants who successfully complete both the Physical Aptitude Test and the Written Examination are then eligible to participate in the Oral Examination. The Oral Examination is conducted by the Police Commissioners and is designed to evaluate communication skills, judgement, emotional stability, professionalism, and overall suitability for employment as a police officer. Applicants who do not successfully complete the Oral Examination will be notified and eliminated from all further consideration. All Police Commissioners shall participate in the Oral Examination with the exception of illness or where matters beyond their control preclude any one Commissioner's absence. In no event shall less than a majority of the Commissioners conduct the Oral Evaluation.

#### **SECTION 8—INITIAL ELIGIBILITY REGISTER**

- a) The Commissioners will prepare an "Initial Eligibility Register" of the applicants successfully completing the Orientation, Physical Aptitude Test, Written Examination, and the Oral Examination. Applicants shall be placed on the Initial Eligibility Register in order of their relative excellence as determined by scores on the Written Examination and the Oral Examination.
- b) The extent of the Initial Eligibility Register may be limited in number, in the discretion of the Board.
- c) The Initial Eligibility Register is subject to change with the addition of any appropriate

preference points as prescribed in 5/10-2.1-8 and 5/10-2.1-9(a) of the Act.

- d) A dated copy of the Initial Eligibility Register shall be sent to each person listed thereon.
- e) Candidates who are eligible for veteran, educational or law enforcement certification preference points, shall make a claim in writing to the Secretary of the Board, with proof thereof, within ten (10) day after the date of the Initial Eligibility Register, or such claim shall be deemed waived. The Board shall exercise its sound discretion in determining the sufficiency of any documentation submitted by any applicant claiming preference points.

#### **SECTION 9 - FINAL ELIGIBILITY REGISTER.**

- a) The Board will prepare a "Final Eligibility Register" which shall include appropriate preference points. In the event of a tie score between or among any applicants, the placement of the tied applicants' names on the Final Eligibility Register shall be determined by lot, in the presence of a quorum of the Board in whatever manner the Board deems appropriate.
- b) A dated copy of the Final Eligibility Register shall be sent to each person listed thereon. This copy shall include the date of expiration of the Final Eligibility Register two (2) years after date of issuance.

The Commissioners will prepare, post, and keep the Final Eligibility Register of the applicants successfully passing all physical, written and oral examinations. Applicants shall be ranked on the Final Eligibility Register in the order of their relative score as determined by the written and oral examinations. A minimum score of seventy percent (70%) is required for listing on the Final Eligibility Register.

- c) A conditional offer of employment shall be extended as set forth in Section 10 below to an applicant as listed on the Final Eligibility Register, preceding and as a condition of appointment, subject to the further examinations listed in Section 10 below.

#### **SECTION 10 - EXAMINATIONS AND TESTS.**

- a) Appointment from the Final Eligibility Register is subject to satisfactorily passing a Background Investigation, a Medical Examination and a Psychological Examination, and if ordered by the Board / the Chief of Police, a Polygraph Test.
- b) Each applicant for appointment shall submit to a Background Investigation conducted by the Chief of Police or his designee. Applicants who fail to take, or to satisfactorily complete such test shall be eliminated from all further consideration and shall be stricken from the Final Eligibility Register.
- c) Each applicant for appointment shall submit to a Medical Examination. Medical Examinations shall be performed by a licensed physician designated by the Board. Such examination shall be without expense to the applicant. The Medical Examination may include a test of the applicant's vision, and hearing; a test for the presence of communicable diseases, as well as a test to screen for use of drugs and/or narcotics. Applicants who fail to take, or to satisfactorily complete such test shall be

eliminated from all further consideration and shall be stricken from the Final Eligibility Register.

- d) Each applicant for appointment shall submit to a Psychological Examination by such licensed psychologist or psychiatrist as the Board may designate. Such examination shall be without expense to the applicant. Applicants who fail to take, or to satisfactorily complete such test shall be eliminated from all further consideration and shall be stricken from the Final Eligibility Register.
- e) Any applicant for appointment may be required to submit to a Polygraph Device Deceptive Test, commonly known as a Lie Detector Test, at the direction of the Chief of Police, and at such time and place as the Chief may designate. Such test shall be given without expense to the applicant. Any applicant who fails to take, or to satisfactorily complete such test, shall be eliminated from all further consideration and shall be stricken from the Final Eligibility Register.

#### **SECTION 11 - PROBATIONARY APPOINTMENT.**

- a) Following successful completion of the Medical Examination, Psychological Examination, and Polygraph Test (if any), the Board may extend a final offer of employment to an applicant; and in the alternative, the Chief of Police, with concurrence of the Village Administrator, if any is then holding office, or if not, then with the concurrence of the Village President, may select a candidate from any of the applicants listed in the top one-third of the names on the Final Eligibility Register. Provided, the top one-third of names will be adjusted from time to time after any applicant(s) has/have been eliminated from further consideration and/or stricken from the Final Eligibility Register. The Chief of Police may extend to any such applicant a final offer of employment without further approval of the Board.
- b) In addition, and notwithstanding anything to the contrary contained within these rules and regulations, the Board may, at its discretion, choose to appoint an applicant for a police officer's position who has been awarded a certificate attesting to his or her successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act, ahead of any non-certified applicant(s).
- c) Any appointment to the police department of any person who is not certified shall be for a probationary period of eighteen (18) months. Any appointment to the police department of any person who has been pre-certified shall be for a probationary period of twelve (12) months. The probationary period of a newly appointed police officer shall commence as of the first date said individual reports for work with the Department. The officer may be required to sign and deliver to the Village an agreement to reimburse the costs of training, uniforms, and other expenses, prior to or on the first date of employment.
- d) Any person whose name appears on the Final Eligibility Register may decline appointment. 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 of the Final Eligibility Register.
- e) Probationary employees may be summarily dismissed by the Board and are not entitled to the

protection afforded to other full-time officers by statute or these rules.

## **SECTION 12 - CERTIFICATION.**

Final certification of probationary Police Officers shall be subject to successful completion of the Basic Training Course, as mandated by the State of Illinois, within the prescribed probationary period. Failure to inability to successfully complete this course shall be grounds for dismissal.

## **CHAPTER IV - LATERAL APPOINTMENT**

### **SECTION 1 - PURPOSE.**

The Board of Commissioners shall provide for lateral appointment to the Police Department for individuals who have successfully completed police training and who have served as sworn police officers in other police departments, as an alternative method of original appointment and in accordance with the requirements of this Chapter 4.

### **SECTION 2 - APPLICATIONS.**

- a) Applicants for lateral appointment must complete an application and submit it to the Board as provided in Chapter II of these Rules; provided,
  - i) no release of liability for a physical aptitude test shall be required unless the Board shall order an applicant for lateral appointment to submit to such test under Section (3)(b) below.
  - ii) notwithstanding anything to the contrary set out in Chapter II, Section 3 of these rules, age limitation for lateral appointment shall be governed by the provisions of the Illinois Municipal Code, 65 ILCS 5/10-2.1-6.
- b) Applications for lateral appointment will be accepted by the Police Department on an ongoing and continuous basis.
- c) Applications for lateral appointment will be considered at the time of a vacancy in a position to be filled.
- d) Consideration of applications for lateral appointment will be based upon the hiring needs of the Department, requirements for the position to be filled, and the information provided by and qualifications of the applicant.

### **SECTION 3 - MINIMUM QUALIFICATIONS AND REQUIREMENTS.**

Applicants for lateral appointment must meet the minimum qualifications and requirements of entry-level police officers as set out in Chapter II, except as modified in this Chapter IV, and including the following requirements:

- a) An applicant for lateral appointment must:
1. Be at least 23 years of age at the time of application
  2. Possess a high school diploma, or equivalent.
  3. Have police officer related experience in good standing for two (2) years within the previous three (3) year period immediately preceding the date of application. Provided, however, the Board may waive the strict application of such requirement in consideration of other aspects of the application, including but not limited to the applicant's references, history of training, performance abilities, and/or prior performance evaluations. "Related police officer experience" includes:
    - i. A minimum of two (2) years of uniformed patrol duty as a law enforcement officer; and
    - ii. A certificate of completion of training by the Illinois Law Enforcement Training and Standards Board, with no more than forty (40) hours of training required by the Board for re-certification (if necessary). Provided, certification of part-time training does not meet this requirement.
    - iii. For purposes of lateral appointment, the following shall not be considered "related police officer experience": military police, detention/correction officer, reserve officer, university / campus police, or federal law enforcement personnel.
  4. Submit satisfactory performance ratings on at least two (2) annual performance evaluations within the three (3) year period prior to the date of application; the applicant may also submit letters of successful performance, or commendations, from such three (3) year period.
  5. Submit five (5) references
  6. Have a valid Illinois driver's license.
  7. Be able to perform minimum essential job functions of the position.
  8. Have ability to speak, hear and understand ordinary speech.
  9. Meet all minimum physical, mental and medical standards.
  10. Fully disclose all personnel matters, including any agreements and sealed files from any prior employment.
  11. Agree to comply with all requirements of the position.
  12. Submit a complete application on a form provided by the Police Department
- b) The applicant may be required to meet such other requirements as may be established by the Board.

**SECTION 4 - PRE-SCREENING OF APPLICANTS.** The qualifications of applicants for lateral appointment shall be pre-screened by the Chief of Police and/or his designee(s). The pre-screening process shall consist of

- a) An interview by the Chief and/or his designee,
- b) Preliminary background investigation, and
- c) An assessment of the applicant's skills, education and professional experience.

**SECTION 5 - RECOMMENDATION TO BOARD.** Upon completion of the pre-screening process, the Chief of Police shall make a recommendation to the Board based upon the applicant's qualifications and the requirements of the position to be filled. The Chief of Police shall provide a recommendation to the commission identifying the candidate(s) as "highly qualified," "qualified" or "not qualified."

**SECTION 6 - ADDITIONAL TESTING.** An applicant found to be highly qualified or qualified shall then submit to an Oral Interview with the Board, as described in Chapter III, Section 7, and further, such interview may include questioning designed to enable the Commissioners to evaluate the applicant's training and previous experience pertaining to the duties of the position to be filled.

**SECTION 7 - CONDITIONAL OFFER OF EMPLOYMENT.**

A conditional offer of employment may be extended to an applicant for lateral appointment, as otherwise provided and subject to the further examinations set out in Chapter 3, Section 10.

**SECTION 8 - FINAL OFFER OF EMPLOYMENT; PROBATIONARY APPOINTMENT.**

- a) Following successful completion of the Medical Examination, Psychological Examination, and Polygraph Test (if any), the Board may extend a final offer of employment to an applicant; and in the alternative, the Chief of Police, with concurrence of the Village Administrator, if any is then holding office, or if not, then with the concurrence of the Village President, may extend an offer of employment to the applicant.
- b) Any appointment to a position with the Police Department by this lateral appointment process shall be subject to a probationary period of twelve (12) months. The probationary period shall commence as of the first date said individual reports for duty with the Department. The officer may also be required to sign and deliver to the Village an agreement to reimburse the costs of training, uniforms, and other expenses, prior to or on the first date of employment.
- c) Any applicant may decline appointment; provided, it shall be the option of the Board to eliminate such person from future consideration for lateral appointment.
- d) Probationary employees may be summarily dismissed by the Board and are not entitled to the protection afforded to other full-time officers by statute or these rules.

**CHAPTER V - PROMOTIONAL EXAMINATIONS**

**SECTION 1 - GENERAL.**

- a) The Board shall provide for promotion in the Police Department 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 Officers of the next lower rank as desire to submit themselves to examination. The Board shall establish a Promotion Eligibility Register.

- b) All promotions shall be made from the three (3) individuals having the highest rating, and where there are less than three (3) names on the Promotion 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 the name remaining on the Promotion Eligibility Register.
- c) The method of examination and the rules governing examinations for promotion are specified below. The Board shall strike off the names of applicants for promotional appointment after they have remained thereon for more than three (3) years, provided there is no vacancy existing which can be filled from the Promotion Eligibility Register.
- d) For the purpose of determining that a vacancy exists, the Board must have received notice from the appropriate corporate authorities to fill an existing vacancy prior to the date the name(s) are to be stricken from the Promotion Eligibility Register. Each weighted component of the examination process shall be based upon a scale of 1 to 100.
- e) The final Promotional Examination score shall be determined as follows:

<u>Examination</u>	<u>% of Total Grade</u>	<u>Passing Grade</u>
Written Test	35 %	*
Commission Interview	20%	*
Assessment Center	20%	*
Departmental Merit and Efficiency	22.5 %	N/A
Seniority	2.5 %	N/A

- One-half (½) of a point per year shall be added for each full year of service as a police officer with the Hampshire Police Department, not to exceed 5 points.
  - \* If any is established, it will be announced by the Board prior to conducting the examination; passing grade may vary from time to time based upon the examination forms or the testing agency used by the Board.
- f) In the event no candidate from the immediate next lower rank qualifies for promotion, the Board shall extend the examination successively through all the orders of rank in the Police Department, in an endeavor to identify a suitable candidate for each vacancy to be filled by promotion, before extending the examination to the general public.
  - g) Candidates, who are otherwise qualified and have timely requested credit for prior military service shall be granted veteran's preference points as provided by state statute.

**SECTION 2 - TOTAL SCORE.**

An Applicant's total score shall consist of the combined scores of the merit/efficiency rating, written examination and oral examination plus seniority and veteran's preference points. Applicants shall be listed on a Promotional Eligibility Register in the order of their relative excellence as determined by their total score. In the event of a tie score, the placement of the tied Applicants' names on the Promotion Eligibility Register shall be determined by lot, in the presence of a quorum of the Board, in whatever manner the

Board deems appropriate.

**SECTION 3 - PROMOTIONAL VACANCY.**

Upon notice in Section 1 from the appropriate corporate authority that a promotional vacancy exists, the Board and the Chief of Police 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.**

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

**SECTION 2 - CLASSIFICATION.**

The Board shall classify offices in the Police Department for the purpose of establishing and maintaining standards of examinations and promotions based upon job descriptions and departmental regulations.

**SECTION 3 - OATH OF OFFICE.**

Before entering duty, any person to whom a final offer of employment has been extended, and accepted by the applicant, 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 the laws and ordinances of the Village of Hampshire, and that I will faithfully discharge the duties of the office of Sworn Police Officer according to the best of my ability.

Signed: \_\_\_\_\_

Subscribed and sworn to before me  
this day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC.

**CHAPTER VII – HEARING OF CHARGES,  
REMOVALS, SUSPENSIONS AND DISCHARGES**

**SECTION 1 - HEARING OF CHARGES.**

- a) The provisions of the Illinois 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 the State of Illinois.
- c) "Cause" is some substantial shortcoming which renders continuance in 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 to no longer occupy his position. The right to determine what constitutes cause lies exclusively with the Board.
- d) The complainant 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; the appellant initiating any proceedings which call for a hearing before the Board, as to a suspension, previously imposed by the Chief of Police, shall have the burden of proof to establish by a preponderance of the evidence that the suspension is unwarranted. Should the question of a crime be involved, the rule of "reasonable doubt" shall not control as to any proof of such crime, for purposes of a hearing before the Board.
- e) The phrase "preponderance of the 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 great weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.
- f) All hearings shall be public in accordance with the Open Meetings Act. At the time and place of hearing, both parties may be represented by counsel, if they so desire. All proceedings before the Board during the conduct of the hearing shall be recorded by a court reporter to be employed by the Board.
- g) The records of all hearings will not be transcribed by the court reporter unless requested to do so by the Board or any party of interest. The cost of such transcription shall be borne by the party of interest, when requested by him. All witnesses shall be sworn prior to testifying and the matter will be decided by the Board solely on evidence presented at the hearing.
- h) The Board will first hear the witnesses either substantiating the charges which have been made against the respondent or in support of an appeal brought by a suspended police officer. Thereafter the other party may present and examine those witnesses whom he desires the Board to hear. Each party shall have the right to cross-examine witnesses presented by the opposite party.
- i) Probationary Police Officers may be summarily dismissed by the Board and are not entitled to the protections afforded to non-probationary full-time officers by statute or these rules.
- j) No rehearing, reconsideration, modification, vacation, or alteration of a decision of the Board shall be allowed.

## **SECTION 2 - HEARING PROCEDURE.**

- a) **Complaints:** In all cases, written complaints shall be filed in quintuple, setting for 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 preliminary hearing(s) as may be necessary for such purpose.
- c) **Notification of Hearing:** A Complaint shall be filed in quintuple form with the Secretary of the Board. Upon such filing, and the determination by the Board of probable cause for entertaining said complaint, the Secretary of the Board shall notify both the complainant and the 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 Police, the Village Administrator (if any), and the Village Finance Director (if any) shall be notified of the entry of such Order of Suspension Pending a Hearing, and shall 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:**
  - i) Parties may, on their own behalf, or by Counsel, stipulate and agree in writing, or on the record, as to evidence for purposes of the hearing. The facts so stipulated shall be considered as evidence in the proceeding.
  - ii) In the event a respondent has been suspended pending a hearing and desires a continuance, it shall be stipulated and agreed that in the event said respondent is to be retained in his position as a 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:** Motions or objections to the sufficiency of written charges must be filed or made prior to the time of the hearing before the Board.

### SECTION 3 - SUBPOENAS.

- a) Any party to a hearing may, at any time before the hearing, make application to the Board by filing with the Secretary a written request for subpoena for any individual to appear at the hearing and/or to have them produce books, papers, records, accounts and other documents as may be requested and deemed by the Board to be relevant to the issues to be determined at the hearing. On the filing of such application, a subpoena will be issued for the named person. A subpoena may be served by any person 21 years of age or older designated by the party requesting the subpoena. Application for a subpoena must contain the names and addresses of the person to be subpoenaed, and the identity of any documents which such person is to produce. No subpoena will be issued for any person residing outside of the State of Illinois.
- b) Any request for continuance by reason of inability to serve a subpoena shall be filed with

the Secretary of the Board at least three (3) days before the date set for the pertinent 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 by the sender, 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 office of the Village Clerk for the Village. For the purpose of these Rules and Regulations, the filing date of any paper shall be the date it was received in the Board's Office in the event the paper is delivered 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 - 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 day, 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 such day shall be excluded, and the time shall be extended to the next day following said Sunday or holiday. If the day succeeding such Sunday or holiday is also a holiday or a Sunday then such succeeding day shall also be excluded.

#### **SECTION 7 - SUSPENSION.**

- a) The Board may suspend any Officer of the Police Department against whom charges have been filed, pending a hearing of the charges by the Board, but not to exceed thirty (30) days, without pay, at any one time.
- b) The Chief of Police shall have the right to suspend any officer under his command for a period not to exceed thirty (30) 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 24 hours of the time of such suspension. Any police officer 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 notice of such appeal in writing with the Secretary of the Board. A hearing shall be had upon such appeal, and due notice shall be given to the Chief of Police, and to the employee so suspended. The burden of establishing that a suspension is

unwarranted shall be upon the individual bringing the appeal.

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

#### **SECTION 8 - DISCHARGE OR SUSPENSION AFTER HEARING.**

- a) Discharge from office, or suspension from service in the Police Department shall be in compliance with the Police Commissioners Act of the State of Illinois, 65 ILCS 5/10-2.1-1 through 5/10-2.1-30, inclusive.
- b) The Board shall, within a reasonable time after any hearing is completed, enter its findings on the records of the Board.

#### **SECTION 9 - DATE OF HEARING.**

The time and place for the hearing of charges shall be set by the Board, on a date within thirty (30) days of the time of the filing of such charges. The time limitation of this Section is not applicable to hearings conducted to review suspensions of thirty (30) days or less imposed by the Chief of Police. Continuances may be granted from time to time by order of the Board, for cause, and upon written motion of any party to the proceeding filed with the Secretary of the Board, with due notice to the opposite party.

#### **SECTION 10 - FINDINGS AND DECISION.**

In case any Officer of the Police Department shall be found guilty of the charges filed 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 employee for an additional period of not more than thirty (30) days or discharge him depending on the facts presented. The findings and decision of the Board, following a hearing of charges, shall be preserved by 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 is guilty of charges brought against him, and removal or discharge is ordered, such order of removal or discharge shall become effective forthwith. (See Section 9 of this Chapter VI).

#### **SECTION 11 - RULES - CONFLICT.**

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

#### **SECTION 12 - VIOLATION OF RULES.**

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

### **SECTION 13 - VIOLATION OF LAW.**

Any violation of the laws of the municipality or state or federal law by any Officer may be cause for the filing of charges against said officer.

## **CHAPTER VIII - GENERAL**

### **SECTION 1 - POWERS.**

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 - SECTIONS, HEADINGS.**

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.**

Amendments to the Rules of the Board may be made at any meeting of the Board. A notice shall be published, in a newspaper of general circulation in the municipality, 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, 65 ILCS 5/10-2.1-23. If a Leave of Absence is granted by the Board during a probationary period, such probationary period shall be tolled until the probationary employee returns from his leave of absence.

### **SECTION 5 - POLITICAL CONTRIBUTIONS.**

No person in the Police Department shall be under any obligation to contribute any funds, or 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 Police Department 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 the 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.



As adopted/amended by the Board of Police Commissioners of the Village of Hampshire, Illinois.  
Effective March 26, 2026.

VILLAGE OF HAMPSHIRE:  
BOARD OF POLICE COMMISSIONERS,

Ronald G. Deutsch

Secretary