

Board of Fire and Police Commissioners City of Belvidere, Illinois

Acceptable Proof Documents for Preference Points

1. Section 5.13 - Final Eligibility Register

SECTION 5.13 – FINAL ELIGIBILITY REGISTER.

The Board will prepare a “Final Eligibility Register” which shall include claimed military and other allowed preference points as described below, with the total preference points available being no less than 10 and the maximum preference points awarded being 30, in accordance with the standards as set forth in the Illinois Compiled Statutes (65 ILCS, 5/10-2.1-6.3.). A non-veteran candidate may not pass a veteran on the Eligibility Register by virtue of experience preference point awards. If more than one candidate receiving experience preference points is prevented from receiving all of their points due to not being allowed to pass a veteran, the candidates shall be placed on the list below the veteran in rank order based on the totals received if all experience preference points were to be awarded. Any remaining ties on the list shall be determined by lot.

The Board shall determine the number of preference points that may be awarded for Fire Cadet, Education, Paramedic, Experience, Residency, and Apprentice, and may allow for the application of additional preference points for experience and background by taking action prior to the commencement of any testing process and shall publish notice of such action and the available preference points with the notice of examination*.

5 - Military/Veteran preference- 65 ILCS 5/10-2.1-6.3(h)(1)

0 to 5 - Fire Cadet - 65 ILCS 5/10-2.1-6.3(h)(2)

0 to 5 - Education - 65 ILCS 5/10-2.1-6.3(h)(3)

0 to 5 - Paramedic - 65 ILCS 5/10-2.1-6.3(h)(4)

0 to 5 - Experience - 65 ILCS 5/10-2.1-6.3(h)(5)

0 to 5 - Residency - 65 ILCS 5/10-2.1-6.3(h)(6)

0 to 20- Apprentice - 65 ILCS 5/10-2.1-6.3(h)(7.5)

Additional Preference Points:

Up to 5 – Unique categories based on experience or background, 65 ILCS 5/10-2.1-6.3(h)(7), if and as approved by the Board.

*** NOTE: In October of 2023, the Board approved the following preference point schedule for firefighter testing:**

5 Points for Veterans Preference (Military points), as required by 65 ILCS 5/10-2.1-6.3(h)(1);

2 Points for successful completion of an approved internship with the City of Belvidere Fire Department through an accredited college or university, as allowed by 65 ILCS 5/10-2,1-6.3(h)(7);

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5 Points for Education Experience (meaning having earned an associate's degree in the field of fire service or emergency medical services, or a bachelor's degree from an accredited college or university, as allowed by 65 ILCS 5/10-2.1-6.3(h)(3);

5 Points for holding a valid Paramedic License, as required by 65 ILCS 5/10-2.1-6.3(h)(4);

0-5 Points for having been employed by a municipality as a paid-on-call or part time certified Firefighter II or Basic Operations Firefighter certification (or an equivalent that meets or exceeds the qualifications identified in NFPA 1001), State of Illinois or nationally licensed EMT, EMT-I, A-EMT, or any combination of those capacities, an award of 0.5 point for each year of successful service in one or more of those capacities, up to a maximum of 5 points. Applicants who hold Firefighter III or Advanced Technician Firefighter certification (or an equivalent that meets or exceeds the qualifications identified in NFPA 1001) and State of Illinois or nationally licensed paramedics shall be awarded one point per year up to a maximum of 5 points. Also, applicants from outside the City of Belvidere who were employed as full-time firefighters or firefighter paramedics by a fire protection district or another municipality for at least 2 years shall be awarded 5 experience preference points. [Required by 65 ILCS 5/10-2.1-6.3(h)(5).]

5 Points for having your principal residence within the corporate boundaries of Boone County at the time of filing the Application, as required or allowed by 65 ILCS 5/10-2.1-6.3(h)(6) and 65 ILCS 5/10-2.1-6.3(h)(7); and

3 Points for having been assigned to the City of Belvidere Fire Department by an outside vendor as an ambulance service provider for a period of at least six (6) months, and being in good standing with the Belvidere Fire Department; as allowed by 65 ILCS 5/10-2.1-6.3(h)(7);

Note: a maximum of 30 Preference Points is awardable under all categories above.

b) The qualifying score for placement on the final Eligibility Register shall be fixed at a score that is not less than the mean of the score from the initial Eligibility Register plus an additional 10%, or as otherwise may be required from time to time by 65 ILCS 5/10-2.1-6.3. Candidates who fail to achieve this qualifying score will be notified and eliminated from all further consideration.

c) A dated copy of the Final Eligibility Register for original appointment shall be posted at the City Clerk's Office. This copy shall include the date of expiration of the register two (2) years hence.

d) Appointment from this Final Eligibility Register is subject to satisfactorily passing a Psychological Evaluation, Oral Interview, a Polygraph Evaluation, Background Check, and a thorough Medical Examination, and Physical Aptitude Test which will include a test to screen for the use of illegal drugs and/or narcotics.

2. Acceptable Proof Documents

Purpose. This section compiles proof documents tied to the Fire Department original appointment process and the preference-point categories in Section 5.13. The Rules expressly require candidates claiming preference and/or service points to make the claim in writing with proof within ten (10) days after the date of the Initial Eligibility Register; otherwise the claim is deemed waived. The Rules also identify several required application documents in Section 5.6. Where Section 5.13 creates a preference category but does not name a specific form of proof, the listed proof documents below are the appropriate official records that establish eligibility for that category. Final acceptance remains subject to Board review.

2.1 Documents Expressly Identified in the Rules

Document	Use / Notes
High school diploma or equivalent	Required at time of application under Section 5.6.
College transcripts	Required at time of application under Section 5.6; also supports education preference where applicable.
Military records and discharge papers	Required at time of application under Section 5.6 where applicable; supports military/veteran preference.
Driver's license	Required at time of application under Section 5.6; may also support identity and address verification.
Certified birth certificate copy	Required at time of application under Section 5.6 unless other lawful-right-to-work documentation is accepted.
Other documents to verify lawful right to work in the U.S.	Permitted under Section 5.6 as an alternative/additional lawful-right-to-work verification document.
Additional documents recognizing further educational or military achievement	Applicant has responsibility under Section 5.6 to update the Board with these documents.
Updated contact information, including change of address and/or telephone number	Applicant has responsibility under Section 5.6 to keep contact information current; failure may result in removal from consideration.
Valid CPAT with Ladder Climb certificate	Required under Section 5.8 unless the Board allows/requires another physical agility test; certificate must be from a qualified testing facility approved by the Board and satisfy the timing requirements in Section 5.8.
New CPAT with Ladder Climb certificate or other approved physical agility testing proof	May be required under Section 5.8 if more than one year has passed since the candidate's CPAT certificate was issued at the time of appointment.

2.2 Preference-Point Proof Documents

Preference Category	Acceptable Proof Documents
Military/Veteran preference	Military records and discharge papers showing qualifying military/veteran status and discharge status. A DD-214 or equivalent official military separation record is the preferred proof when available.
Education preference	Official or Board-accepted copy of college transcript, diploma, degree audit, or registrar letter showing the required degree: an associate's degree in fire service or emergency medical services, or a bachelor's degree from an accredited college or university.
Paramedic preference	Current valid Paramedic License, preferably issued by the State of Illinois or a nationally recognized licensing/certification authority, showing the applicant's name, license/certification number, status, and expiration date.
Experience preference - paid-on-call or part-time firefighter/EMS service	Employer verification letter or official personnel record showing agency/municipality, title or assignment, dates of service, full-time/part-time/paid-on-call status, and successful service; plus applicable certification/license records such as Firefighter II, Basic Operations Firefighter, Firefighter III, Advanced Technician Firefighter, EMT, EMT-I, A-EMT, or Paramedic documentation.

Belvidere BFPC Rules and Regulations - Section 5.13 Reference

Preference Category	Acceptable Proof Documents
Experience preference - outside full-time firefighter or firefighter/paramedic	Employer verification letter or official personnel record from the fire protection district or municipality showing full-time employment as a firefighter or firefighter/paramedic for at least two years, including dates of service and good standing or separation status if available.
Residency preference	Two documents showing the applicant's principal residence within the corporate boundaries of Boone County at the time of filing the application. Acceptable proof may include driver's license or state ID with current address, voter registration, lease, mortgage statement, property tax bill, utility bill, bank statement, insurance document, or other official correspondence showing the applicant's name and Boone County residence address.
Approved internship with the City of Belvidere Fire Department through an accredited college or university	Official letter or certificate from the accredited college/university, the City of Belvidere Fire Department, or both, confirming successful completion of the approved internship and identifying the applicant and internship dates.
Outside vendor ambulance assignment to the City of Belvidere Fire Department	Official verification from the outside vendor, the City of Belvidere Fire Department, or both, confirming assignment to the City of Belvidere Fire Department as an ambulance service provider for at least six months and good standing with the Department.

2.3 Preference Points Submission Checklist

- Written claim for preference and/or service points submitted in person at 123 S. State Street, Belvidere, IL or uploaded at www.belvidereil.gov/fire by Aug 13, 2026.
- Documents are legible and show the applicant's name.
- Licenses and certifications show current status and expiration date, when applicable.
- Employment verification identifies employer, position, service dates, employment status, and successful service or good standing, when applicable.
- Residency documents show principal residence within Boone County at the time of filing the application.
- Documents not in the applicant's current legal name include a supporting name-change record, if needed to connect the applicant to the record.

Source note: Prepared from the Board of Fire and Police Commissioners of the City of Belvidere, Illinois, Rules and Regulations effective as amended April 15, 2024, including Sections 5.6, 5.8, 5.12, and 5.13.