

**Draft – new Section 3.17 regarding Lateral Appointment Process  
Belvidere F&P Commission  
October 2020**

**SECTION 3.17 - POLICE OFFICER APPLICANTS - LATERAL ENTRY POSITIONS.**

The Board recognizes the need to expand the pool of eligible applicants for appointment as Police Officers to include trained individuals whose knowledge, skills, abilities, and level of experience meet specific and defined needs of the Police Department. Accordingly, the Police Chief may request that the Board solicit applications for creation of a register of lateral applicants to the position of Police Officer in accordance with Sections 10-2.1-6(h) and 10-2.1-14 of the Act, 65 ILCS 5/10-2.1-6(h) and 10-2.1-14.

If the Board approves the Police Chief's request for solicitation of applications for lateral appointment, the provisions of this Section 3.17 shall apply and shall supersede any contrary provisions of this Chapter III that are not expressly referred to in this Section 3.17.

a) **Minimum Requirements.**

At the time of application, an applicant for lateral appointment must meet the following minimum requirements:

- (i) A currently valid certificate attesting to the applicant's completion of the minimum standards basic law enforcement training course, as provided in the Illinois Police Training Act. Proof of certification is required with application and will be subject to the final approval and waiver by Illinois Law Enforcement Training and Standards Board. (Part time certification as a law enforcement officer does not meet this requirement.)
- (ii) At least two (2) years of experience as a full-time sworn officer with a regular police department in any municipal, county, university, or State law enforcement agency within the State of Illinois, provided the applicant is certified by the Illinois Law Enforcement Training Standards Board at the time of appointment.
- (iii) The knowledge, skills, abilities, and level of experience required pursuant to the call for qualified lateral appointment applicants.

b) **Examination and Selection Process for Lateral Appointment.**

- (i) **General Qualifications:** Applicants for lateral appointment must meet the minimum requirements as set forth in Chapter II of these Rules and the Board of Fire and Police Commissioners Act; *provided, however*, that the age restrictions set forth in Section 10-2.1-6(a) of the Act shall not apply, see 65 ILCS 5/10-2.1-6(d).
- (ii) **Initial Assessment of Applications:** All applications for lateral appointment will be filed with the Police Chief. The Police Chief or the Chief's designee will

review the applications to identify applicants having the requisite knowledge, skills, abilities, or level of experience needed to address special or unique circumstances within the Police Department. Those applicants will be requested to appear for a prescreening review.

- (iii) Prescreening Review: Upon request, selected applicants will participate in a prescreening review performed by the Police Chief and member(s) of the Chief's Command Staff. The pre-screening review may consist of a preliminary background investigation, structured interview, and an assessment of the knowledge, skills, abilities, and level of experience, education, and training.

(aa) Preliminary Background Investigation: Those applicants that are recommended for continuation in the process based on the initial assessment of applications will be asked to provide further evidence of their background and work history, as well as their knowledge, skills, abilities, and experience. Requested evidence may include without limitation the applicant's birth certificate, high school and college transcripts, training certificates, military discharge papers, resume, documents confirming work experience, and employee evaluations. Candidates also may be asked to undergo a personality assessment. The Preliminary Background Investigation described above shall be a pass/fail examination element.

(bb) Structured Interview: A staff interview panel selected by the Police Chief to conduct the structured interview. questions will enable the staff interview panel to evaluate the applicant's knowledge, skills, abilities, and level of experience, education, and training, as well as the previous duties of the applicant. Following the conclusion of the interview, the staff interview panel will assess the applicant's qualifications in light of the particular knowledge, skills, abilities, and level of experience needed for the position to be filled. The Structured Interview shall be a pass/fail examination element.

- (iv) Lateral Appointment Eligibility Register:

The Board will prepare a "Lateral Appointment Eligibility Register" of the candidates successfully passing the Prescreening Review.

- (v) Appointment:

Appointment from a Lateral Appointment Eligibility Register is subject to satisfactorily passing steps #1, #2 and #3 pre-offer and Steps #5 and #6 after a conditional offer:

1. Background Investigation Check in accordance with Section 3.12;
2. Polygraph Evaluation in accordance with Section 3.11;
3. Board of Fire & Police Commissioners Interview;
4. Conditional Offer;
5. Psychological Evaluation in accordance with Section 3.14; and

6. Medical Examination in accordance with Section 3.15, which shall include a test to screen for the use of illegal drugs and/or narcotics.

c) **Appointments, Duration of List, Probationary Periods & Seniority Rights.**

- (i) The Board may appoint from among any of the applicants on the Lateral Appointment Eligibility Register who satisfactorily pass all of the Steps described above in Section 3.17(b)(v).
- (ii) The Lateral Appointment Eligibility Register shall expire after two years unless the Board terminates it at an earlier time.
- (iii) The Board may rescind any offer of employment to a candidate from a Lateral Appointment Eligibility Register if the position is no longer open or available; or if the applicant fails to accept an offer of employment within the time set by the Board, fails any element of the conditional offer screening process, or otherwise ceases to meet the qualifications for the position to be filled.
- (iv) An appointment from a Lateral Appointment Eligibility Register shall be on a "probationary basis" for a period of twelve (12) months from the original date of appointment, and as otherwise provided in Rule 3.16.
- (v) An appointment from a Lateral Appointment Eligibility Register shall be subject to the residency requirement in Section 3.17(b).
- (vi) Police Officers appointed from a Lateral Appointment Eligibility Register shall not receive recognition, credit, or seniority for past service for promotion, shift, vacation or other privileges of tenure as may from time-to-time be afforded except for placement on the approved salary level pursuant to the collective bargaining agreement which shall provide the terms relevant to wage seniority for lateral appointments.